

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

**AIR FORCE MANUAL 10-1004**

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**Operations**

**CONDUCTING AIR FORCE  
OPEN HOUSES**

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This manual is designed to provide guidance and procedures for the planning and conduct of Air Force open houses. This manual implements Department of Defense Directive (DoDD) 5410.18, *Public Affairs Community Relations Policy* and DoD Instruction (DoDI) 5410.19, *Public Affairs Community Relations Policy Implementation*; in addition this publication relates to AFD 10-18, *Foreign Governmental Aircraft Use of United States Air Force Airfields*; AFD 11-2, *Aircrew Operations*, by prescribing general flight rules that govern the operation of Air Force aircraft (manned and remotely operated) flown by Air Force pilots, pilots of other services, foreign pilots, and civilian pilots, in the context of this Manual; AFD 10-25, *Air Force Emergency Management Program*; AFD 31-1, *Integrated Defense*; AFD 34-2, *Managing Non-Appropriated Funds*; AFD 35-1, *Public Affairs Management*; and AFD 90-8, *Environment, Safety & Occupational Health Management*. This publication applies to the Regular Air Force, the Air National Guard (ANG), and Air Force Reserve (AFR). For the purpose of this Manual the ANG is functionally considered to be a major command (MAJCOM). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Any organization may supplement this Manual. MAJCOMs, field operating agencies, and direct reporting units send one copy of their supplement to the Air Force Operations Group (AF/A3OO). 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 AFI 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 authority, or alternately, to the requestors commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in

accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and conflicts between this and other publications to the Headquarters U.S. Air Force Operations Group (AF/A3OO), 1480 AF Pentagon, Washington, DC 20330-1480, on Air Force Form 847, *Recommendation for Change of Publication*, through the appropriate chain functional chain of command.

### **SUMMARY OF CHANGES**

This Manual has been substantially changed and requires complete review. Major changes include: Addition of required Tier compliance items, deleting duplication of reference, as well as new guidance from higher headquarters concerning roles and responsibilities, types of support, and approval processes.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Purpose.** The purpose of this Manual is to provide installation commanders the appropriate guidance to host the most successful open house for their particular location. This Manual is written to support planning and execution by providing planning staffs relevant interpretations of numerous regulations, instructions, organizations, and functions. This publication applies to the Regular Air Force, the Air National Guard (ANG) and the Air Force Reserve (AFR).

**1.2. Goal.** The Air Force hosts open houses to enhance the public awareness of Air Force preparedness, to demonstrate modern weapon systems and capabilities, to promote positive community and international relations, to showcase our Airmen and to support Air Force recruiting and retention. Opening Air Force bases to the public provides opportunities for education and generates interest in the military and its role in national security. The term "open house" identifies a traditional activity held on military installations and may or may not include an airshow. (The terms "open house" and "airshow" have been used interchangeably in the past; this Manual uses open house, consistent with Department of Defense (DoD) policies and instructions (DoDD 5410.18 and DoDI 5410.19), as well as the Air Force implementing publication AFI 35-105, *Community Engagement*). The use of the term open house is not intended to specify or dictate any predetermined level of access to military installations. Inviting the general public onto the installation for an open house does not, in and of itself, cause the installation to lose its status as "closed" for the purposes of controlling political or ideological speech.

**1.3. Orientation.** An Air Force open house is a community relations activity, which should generally highlight the mission, resources and personnel of the host base. However, military equipment and people from other bases and Services may be invited to demonstrate additional capabilities. The primary purpose of an open house is to educate the public, not to raise funds for morale, welfare, and recreation, non-Federal entities, or private organizations. That does not prevent the Force Support Squadron from raising funds in excess of those needed for open house support or prevent authorized private organizations fundraising (to include authorized unit souvenir and/or memorabilia-sale activity) as specifically provided for herein so long as fundraising does not become the primary objective of the event. See paragraph **1.15.1.2.**, paragraph **5.3.**, and paragraph **7.4.4.** concerning private organizations fundraising and concession sales.

1.3.1. Soliciting commercial sponsorship, in accordance with AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, to help fund Force Support Squadron morale, welfare, and recreation elements of the open house, including funding for a family area or "kid zone," is an acceptable practice. Kid zone activities should be solely for the use of children and could include attractions such as jumping castles and small mechanical rides like carousels and small trains. Mechanical rides intended for adults such as large roller coasters and Ferris wheels, along with games of chance or skill, are prohibited.

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

**1.4. Commander Considerations.** Installation commanders are encouraged to host an open house when it's deemed in the best interest of their installation's community relations program. Commanders should execute each open house with prudent oversight that balances the issues of force protection and operations tempo with the expected benefits of opening the base to the public. Commanders should evaluate the overall open house plan to ensure the event maintains a military orientation. Every step should be taken to avoid open houses taking on the character of commercial events, carnivals, fairs, or create an impression of a commercial, carnival or fundraising environment. To highlight the base mission and Air Force life, commanders may consider opening dining facilities, dormitories, maintenance shops, classrooms, flight simulators, and other unclassified facilities for public viewing. Commanders should ensure an open house is properly funded before committing to the event. An open house is not only an event open to the general public, but could also be a day when the commander hosts members of one or more community groups. Consider inviting business leaders, educators, food service workers, medical professionals, housing authorities or students to the base for an orientation geared to the particular group. The commander's ultimate responsibility is to ensure the safe conduct of the open house event.

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

**1.5.1. Military Demonstration Teams.** The Federal Aviation Administration (FAA) regards all the following as DoD/Canadian Department of National Defense sanctioned teams:

1.5.1.1. The U. S. DOD-sanctioned military teams (i.e. U. S. Navy Blue Angels, the U. S. Air Force Thunderbirds, and the U. S. Army Golden Knights); the USAF single-ship demonstration teams; the USN single-ship demonstration teams; the USN Leap Frogs; the USAF Wings of Blue; the USAF Heritage Flight and the USN Legacy Flight.

1.5.1.2. The Canadian Department of National Defense sanctioned military teams are the Canadian Forces Snowbirds, the Canadian Forces single-ship demonstration team (e.g., CF-18), and the Canadian Forces SkyHawks parachute team.

**1.5.2. Civilian Aerial Demonstrations.** Civilian performers may be invited to provide aerial demonstrations, flyovers, and static displays (see paragraph 6.4.). Acceptance of such invitations does not constitute a gift of services to the Air Force regardless of whether the services are paid for by a third party or donated by the performer.

**1.6. Ground Demonstrations/Displays.** Ground demonstrations/displays (including military aircraft and equipment, civilian aircraft, and other displays) may be permitted if the installation commander determines the displays further the community relations goals of the open house. Agreements for non-military displays should address permitted signs and liability (e.g., a hold-harmless agreement); such displays should be informational in nature. Limited sales may be permitted (see paragraph 1.10.).

**1.7. Open House Recognition and Signs.**

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



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

**1.8. Commercial Sponsor Recognition.** Handle signs and recognition for commercial sponsors in accordance with AFI 34-108, and paragraph **1.7.1.** above. Commercial sponsorship recognition (signs/displays) should be proximate to the morale, welfare, and recreation elements of the open house. However, when sponsoring commercial acts or static displays, commercial sponsors may have a sign near the sponsored aircraft. Civilian aerial acts that voluntarily participate in an open house, free of charge to the Air Force, may also have a sign near the sponsored aircraft. Installations should coordinate commercial sponsor recognition to maximize the benefit to morale, welfare, and recreation (throughout the year), as well as the benefit to community relations and to the overall open house. Refer to DoDI 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*, Enclosure 2, paragraph 4(g) and paragraph **2.8.1.**, of this instruction for approval of commercial sponsorships.

**1.8.1. Donor Recognition** . Apart from the commercial sponsorship program, other entities or individuals may offer the Air Force or an Air Force non-appropriated fund instrumentality's gift of goods and services, including aerial demonstrations, for the open house. Air Force policy generally provides that donor/gift recognition for gifts given directly to the Air Force may not be made publicly and that special concessions or privileges may not be granted to these gift donors. As such, responses to gifts for the benefit of an open house may include a thank you letter to the donor from the commander authorized to accept the gift. A modest sign at the entry to the open house can be used to identify those donors who have helped make the event possible (logos should not be used on this sign). For aerial demonstrations/acts, the announcer may note the donor in conjunction with the start of the act during the show; public affairs (PA) is responsible for providing guidance to avoid impermissible endorsements. Consistent with public affairs guidance in AFI 35-113, *Internal Information*, a news release should not address gift donors unless mention of the gift is incidental to the story. Some donors seek contributions from other groups or individuals and, in turn, combine those contributions to make gifts to the Air Force to support the open house; the Air Force does not recognize those contributors in an official manner (i.e. they should not be listed on the sign mentioned above or in any public announcements) unless they are included as donors in the gift offer. Donors and/or their contributors may be separately entitled to recognition through an agreement entered as part of the commercial sponsorship program. Donors or contributors to donors may announce a gift through a news release, publicity, advertising or any other means. Such announcements should not imply that the AF or its personnel endorse the donor or contributor.

**1.9. Safety.** Safety, both air and ground, is the priority at all times. Do not execute aerial performances or explosives events/pyrotechnic displays that endanger the safety of spectators, participants or the surrounding community, or that threaten damage to property. Official military demonstrations will use criteria provided in AF and MAJCOM instructions, and are subject to DoD issuances (listed in **Attachment 1**) and Title 14, Code of Federal Regulations (CFR), *Aeronautics and Space (T-0)*.

**1.10. Showmanship and Professionalism.** In developing and performing aerial events, supervisors and participants should remember the objective is to demonstrate Air Force professionalism and competence to the general public. Strict compliance with show lines, procedures, and minimum altitude restrictions reflects both professionalism and good showmanship by providing spectators, including those in the rear of the spectator area, an unobstructed view of the aerial performance. Static display crews are required to remain with their equipment to greet the public and answer questions. If only one Airman travels with the aircraft, common sense should be used to allow for appropriate breaks for food, restrooms, etc., but the goal should be to maximize the time they are available to interact with the crowd. Additionally, do not inter-mingle commercial vendors selling memorabilia with the static displays. Ensure the static displays are separated, by a reasonable distance, from the area where commercial vendors are conducting sales (see paragraph 6.5.). The exact distance will be based on the area available and is left to the discretion of the installation commander. Installations may only permit private organizations (see paragraph 1.13.6. and paragraph 6.10.) and non-Federal entities providing warbirds or other static displays to sell memorabilia near their static displays pursuant to a concessionaire contract. Military personnel may not conduct sales in uniform. POs affiliated with a particular aviation unit (e.g., spouses' club) may sell unit memorabilia, subject to Air Force Trademark/Service Mark controls, and pursuant to an authorized concessionaire contract. Installation commanders may restrict alcohol consumption by personnel in uniform during the open house.

**1.11. Fees.** Installations may not charge for admission, parking, or viewing of any activities nor may installations permit donation jars or other suggestions that donations are encouraged for Government services provided without charge. Charges for boarding or viewing aircraft or other equipment are also prohibited. Photos of attendees donning military clothing or seated in military aircraft or equipment may not be offered for sale. Owners and/or operators of aircraft not owned by the Federal Government are prohibited from imposing admission charges to view or enter their aircraft, however, they may post a sign over a donation receptacle stating that donations are accepted. Requests for donations may not imply government endorsement or benefit. Address details of the arrangement in the contract or other agreement for the display.

1.11.1. While open house programs with advertising may be sold, a no-cost version of the event schedule will be readily available at no charge (see paragraph 5.4. for possible restrictions).

1.11.2. Installations may not impose unreasonable restrictions on visitors to encourage purchase of services. For example, coolers may not be prohibited to stimulate soft drink sales. However installations may ban coolers or other carry-in packages for security or crowd control concerns. Ensure the installation provides free water and restroom facilities.

1.11.2.1. Bottled water may not be purchased with appropriated funds except as authorized in AFI 65-601, Volume 1, *Budget Guidance and Procedures*, paragraph 4.58.

1.11.3. Fees for viewing, concession and display spaces are addressed in paragraph 1.13.

**1.12. Overseas Open Houses.** For U.S. military installation events open to the public outside the continental United States, Canada and Mexico, event approval rests with the unified Combatant Commander in whose geographic area the event occurs. The commander may delegate the responsibility for event approval to the Air Force Component public affairs, and for participation approval to the Air Force Component Commander. Critical aspects of all overseas

events should be coordinated with appropriate host nation authorities as early as possible. Open houses conducted overseas utilize resources under the operational control of the theater commander or, with concurrence of the owning MAJCOM, those on temporary duty within the theater. The operational control of the participating MAJCOMs over their own aircraft is not preempted or diminished. **NOTE:** When reading this Manual for guidance on conducting overseas open houses, substitute host nation aeronautical agency for Federal Aviation Administration.

**1.13. Reserved Space.** Installations may authorize tent/booth/chalet/display space under the permissible arrangements below. Individuals or non-Federal entities may not have exclusive use of any part of the open house premises during an open house unless pursuant to an authorized arrangement, as detailed below.

1.13.1. **Commander's Hospitality Tent.** The installation may establish a single, commander-hosted, distinguished visitor tent, offset from the center of the show and paid for by Appropriated Funds; the tent may not have a sponsor or signage. Invitees are as authorized in Official Representation Funds and public affairs guidance (see AFI 65-603, *Official Representation Funds*). Invitations may not be used to solicit commercial sponsorship or donations. No charges may be imposed for admission to the commander's tent (See paragraph 1.8. and paragraph 6.11. for additional guidance.). Individuals and non-Federal entities may offer enhancements to the commander's hospitality tent as conditional gifts to the Air Force, but are not entitled to any preferential treatment (e.g., the right to nominate invitees to the Commander's Hospitality Tent), as an expression of implied recognition for such a gift.

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

1.13.3. **Ground Displays.** Exhibitors may use space to provide displays open to the public as part of the open house. This category includes Federal agencies, contractors providing ground displays, and other non-Federal entities. All displays in this category should directly contribute to the open house (i.e., highlight the mission and resources of the host base and educate the public about the military). Community organizations and non-Federal entities requesting exhibit space in order to distribute other information to attendees may receive space as Government support if their participation meets DoD 5500.07-R, *Joint Ethics Regulation (JER)*, section 3-211. Per Joint Ethics Regulation paragraph 3-211, such displays must be of interest and benefit to the local civilian community or DoD and must support DoD community relations with the immediate community and/or other legitimate DoD public affairs interests; commercial marketing is not permitted in this category. Installations will ensure they avoid commercialization of the open house. **(T-0)**

1.13.4. **Concessions .** Force Support Squadron may use space to sell refreshments or merchandise, either on their own or through a concession agreement. Force Support Squadron concessionaires may use space to sell concessions (and for associated logistics and management) according to the terms of the concessions contract (see paragraph 5.3.).

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

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

1.13.6.1. Tents rented to sponsors for use as hospitality tents are not to be used as sponsors' products/services display areas within view of the general public. No sponsor signage is permitted on tent exterior other than uniform sized signs that identify the host. These signs are to be provided by the Force Support Squadron. Interior signage should not be visible to the general public.

1.13.7. **Commercial Sponsor Displays.** Display areas may be provided (at the sponsors' expense) for the use of Force Support Squadron morale, welfare, and recreation commercial sponsors for display of sponsor products/services pursuant to sponsor agreements (see AFI 34-108, [Attachment 2](#), Standard Commercial Sponsorship Agreement). No selling of sponsor products is permitted in conjunction with these displays.

1.13.8. **Space as Government Consideration Pursuant to a Contract .** Both appropriated funds and non-appropriated funds contracts may include reserved space as part of the Government consideration. The details of such an arrangement should not detract from the overall community relations goals of the open house. For example, Government consideration for demonstrations procured via contract with Air Force funds (e.g. a warbird demonstration or civilian aerial demonstration) could include tent space for the performers or otherwise for the contractor's use. If alternative forms of consideration are used in non-appropriated fund contracts, the contract then stipulates that there is a dollar value associated with the exchange and the amount is stated in the payment terms. Contracting Officers determine if the consideration is fair and reasonable and document the file accordingly. Use of Government space during the open house need not relate directly to performance of the contract; however, any such tent space may not be used to avoid prohibitions against commercial signs, advertising, or display of products or services (see paragraph 8.2.4.).

**1.14. Music Royalties.** Installations must comply with all Federal laws regarding the compensation of musicians for the use of their copyrighted music. Performers are responsible for paying their royalties to the appropriate licensing agency. If the base creates a performance that requires copyrighted musical support the installation is responsible for paying the royalties associated with their event only. The International Council of Air Shows has negotiated rates with the three major licensing agencies: Broadcast Music, Inc., American Society of Composers, Authors and Publishers and Society of European Stage Authors and Composers. Installations can make their own arrangements or take advantage of the International Council of Air Shows rates. Another option is to have a local radio station broadcast from the event. Music royalties may be funded by appropriated funds only for performances otherwise supported by appropriated funds. **NOTE:** Reference to International Council of Air Shows or their products does not imply an endorsement by the Air Force. Any interaction with this organization is optional. **(T-0)**

**1.15. Private Organizations and Non-Federal Entities.** Private organizations and other non-Federal entities can have a limited role in organizing and funding an open house; however, the installation commander and the open house staff retains overall control of the event. All inherently governmental functions are performed by Air Force personnel. Private organizations and non-Federal entities may, for example, raise funds and accept donations from outside sources, donate funds and in-kind gifts to the Government, fund expenses not ordinarily borne by appropriated funds or non-appropriated fund, provide voluntary services to support the open house (see paragraph 7.6. for procedures), and offer publicity separate from the event itself in exchange for donations. AF personnel may not solicit non-Federal entities or private organizations to fundraise for the purpose of gifting items/funds raised to the Air Force. Private organizations or non-Federal entities involvement in an open house is pursuant to a specific permission or agreement (based on statutory or regulatory authority applicable to the type of involvement), such as a contract, gift acceptance, agreement for gratuitous services, commercial sponsorship agreement (AFI 34-108, [Attachment 2](#), Standard Commercial Sponsorship Agreement).

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

1.15.1.1. While private organizations normally are required to carry insurance coverage, private organization members are still personally liable to civil lawsuits in the event of a serious accident. If a private organization decides to contract for aerial acts or other activities, members could be exposed to personal liability.

1.15.1.2. A private organization composed primarily of Government employees is generally unable to enter into appropriated funds contracts because Federal Acquisition Regulation (FAR) Part 3.601(a) prohibits contracts with a Government employee or a business concern or other organization owned or substantially owned or controlled by one or more Government employees. In accordance with FAR 3.602, the agency head, or a designee not below the level of the head of the contracting activity, may authorize an exception to the policy in FAR 3.601(a) only if there is a most compelling reason to do so, such as when the Government's needs cannot reasonably be otherwise met. This does



not bar private organization operation of a concession pursuant to a Force Support Squadron or concessionaire contract (AFI 34-101).

1.15.2. As the term “non-Federal” implies, a non-Federal entity is composed of individuals acting outside the scope of any official capacity as officers, employees, or agents of the Federal government. Non-Federal entities operating outside the Air Force private organization program have fewer constraints than do private organizations. Examples of such non-Federal entities include professional military organizations, local chambers of commerce, commercial entities, or organizations of community or business leaders formed for the specific purpose of promoting an open house.

1.15.3. Avoid giving the public the perception a private organization or non-Federal entity is hosting the overall event, or any portion of it, except for commercial sponsorship of individual civilian aerial acts with a Commercial Sponsorship Agreement with Force Support Squadron or pursuant to an authorized Air Force Outgrant (lease or license) of specified areas of the open house. Air Force, private organizations and non-Federal entity websites and other publicly disseminated media should clearly convey to the public the fact the private organization or non-Federal entity is only supporting the installation with the open house and no Federal endorsement is implied. Do not incorporate the name of a non-Federal entity in the name of the open house. If a non-Federal entity’s involvement in the planning, contracting, funding or execution of an open house does rise to the level of overall substantial support, then those aspects of the event for which the entity is responsible for should be memorialized in a lease or license (or similar agreement such as a Community Partnership Agreement or Community Relations Event Memorandum of Agreement), located (to the extent possible) in discernible physical areas of the installation, and the public should be placed on notice of such non-Federal entity control (e.g., crowd control measures, quality of food/beverages, selection of vendors) through appropriate signage.

1.15.4. Non-Federal entities and private organizations should make it clear to all prospective donors that they do not represent the Air Force. They may not extend commercial sponsorship or other recognition benefits or advertising privileges on the installation, or suggest Air Force endorsement of sponsors or sponsorship arrangements or official involvement in obtaining them.

1.15.5. A DoD employee who is an active participant in a non-Federal entity (including a private organization) or has been an officer of the non-Federal entity (including a private organization) within the last year, or who has a financial interest in the non-Federal entity, is generally prohibited from engaging in any official activity in which the non-Federal entity or private organization is a party or has a financial interest. These rules apply to personnel who have official responsibilities in connection with an open house. See paragraph [7.4.5.1](#) for definitions; consult the installation legal office for ethics advice on conflicts of interest.

1.15.6. Unless restricted by State or local law, a non-Federal entity may raise funds and accept donations. Fundraising activities on an Air Force installation must comply with the requirements of Joint Ethics Regulation Sections 3-210 and 3-211 and AFI 36-3101, *Fundraising within the Air Force*. A private organization or unofficial activity, as defined in AFI 34-223, paragraph 1.1., must also comply with the provisions of that instruction, including the limits of on-base solicitation. DoD employees are subject to further restrictions

including soliciting from subordinates or prohibited sources and using DoD position, title or authority for non-Federal entity fundraising **(T-0)**.

**1.16. Joint Bases.** Open houses at joint bases are conducted according to Supporting Component regulations, policies, and procedures, except for the operation, safety, and security of mission assets, which follow supported component regulations, policies, and procedures.

**1.17. Contracting.** The installation and Air Force non-appropriated fund instrumentalities may accomplish some open house functions via appropriated funds and non-appropriated fund contracts. Overall event management or individual services may be contracted. Before contracting an open house function, consider whether the duties are inherently governmental (per existing contracting regulations). Combined appropriated funds and non-appropriated funds contracts should segregate the two categories of funds and corresponding contract products/services. The practice of accepting pre-negotiated contracts from a non-Federal entity or Private Organization is disfavored and is limited to those non-mission critical areas of the open house permitted to have "Private" funding by the Funding Annex in **Attachment 4**. Even if permitted, the respective roles, responsibilities and liabilities of the Air Force and the tendering party are to be captured in an agreement between the parties that also includes independent documentation of the qualifications of the performing contractor and the specifications and quality controls of the goods or services provided. The agreement between the parties should include a requirement that all such contractors be vetted through the appropriate functional installation office.

## Chapter 2

### RESPONSIBILITIES

**2.1. Under Secretary of Defense for Policy (USD(P)).** Under Secretary of Defense for Policy (USD(P)) has event approval authority for International trade shows that are held to promote the sale of DoD-related articles, as delegated by the Secretary of Defense. This generally concerns only participation in, not hosting, overseas open houses.

**2.2. Chief of Staff of the Air Force (CSAF or AF/CC).** Approves the Thunderbirds schedule annually, as well as any changes (date changes, cancellations and substitutions) to a previously approved schedule.

**2.3. Assistant Secretary of the Air Force, Acquisitions (SAF/AQ).** SAF/AQ provides guidance for acquisition support to open houses and approves the use of systems undergoing research and development.

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

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

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

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

**2.7. Director of Public Affairs (SAF/PA).**

**2.7.1.** Ensures events are suitable or eligible for Air Force participation including static displays, aerial performances and Air Force parachute team demonstrations. Approval for certain events rests with the combatant commanders, USD(P), and other DoD/Air Force officials as the circumstances dictate and are outlined in this Manual.

**2.7.2.** Sets forth criteria to help commanders decide when having an open house is in the best interest of their community relations programs. SAF/PA provides guidance and resources for interacting with the media at open houses or in the event of an accident/incident. Additionally, SAF/PA reviews and approves all DD Forms 2535, *Request for Military Aerial Support*, including requests for the Thunderbirds.



**2.8. Deputy Chief of Staff (DCS), Manpower, Personnel and Services (HAF/A1).** Develops policies and procedures for use of non-appropriated funds in support of Force Support Squadron morale, welfare, and recreation elements and events held in conjunction with open houses. Provides guidance on any other uses of non-appropriated funds to support open house events and activities. Develops policy and procedures for Force Support Squadron management of concessions and resale activities at open houses consistent with the policies in this Manual. Develops policy and procedures for use of the Air Force commercial sponsorship program.

2.8.1. **Director of Air Force Services (AF/A1S).** Approves commercial sponsorship of morale, welfare, and recreation elements including civilian aerial acts/displays at open houses, (only a general officer or SES may approve) in accordance with DoDI 1015.10, Enclosure 2, para 4.g.

**2.9. DCS, Operations (HAF/A3).**

2.9.1. **Director of Current Operations (HAF/A3O).** Implements policies to focus HAF guidance and streamline open house procedures.

2.9.1.1. Waiver Requests. HAF/A3O is the approval authority for waiver requests to this Manual, subject to advance concurrence of the appropriate Air Staff functional office of primary responsibility at the 3-letter level. Waiver requests should first be approved by the MAJCOM/CC.

2.9.1.2. Unique Requests. HAF/A3O is the approval authority for requests not covered by this Manual, unless otherwise designated, and only after obtaining advance concurrence of the appropriate Air Staff functional office of primary responsibility at the 3-letter level. Submit such requests to HAF/A3OO for evaluation and staffing, after obtaining MAJCOM/CC approval. Submit requests at least 60 calendar days before the event.

**2.10. DCS, Logistics, Engineering, and Force Protection (HAF/A4).**

2.10.1. **The Civil Engineer (HAF/A4C).** Establishes procedures and integrates policies for all aspects of emergency management related to open house operations. Provides oversight and advocacy of Air Force individual and collective protections, contamination control and avoidance, and incident management activities during emergency response.

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

**2.12. MAJCOM.** Each MAJCOM that takes part in or supports open houses:

2.12.1. Evaluates requests for Air Force aerial support.

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

2.12.3. Serves as approval authority for submitting warbirds not listed in [Attachment 6](#) in accordance with paragraph [4.2.4](#).

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

- 2.13.1. Appoints open house director and approve functional staff. Open house director should be an O-4 or higher and a highly qualified member of the host unit or wing. The director should be appointed 9 to 15 months prior to the event.
- 2.13.2. Delegates the authority to plan and execute the open house to the director.
- 2.13.3. Directs base organizations to support the open house director and staff.
- 2.13.4. Approves the open house, operational plans, and emergency plans based on residual risk.
- 2.13.5. Communicates with media through public affairs office, especially during adverse incidents.
- 2.13.6. Ensures all personnel officially participating in open houses meet the following standards:
  - 2.13.6.1. Ensure all pilots and aircrew are highly qualified and proficient in flying procedures, standard profiles and demonstration techniques (see AFI 11-246, *Air Force Aircraft Demonstrations*, appropriate aircraft volume) planned for the event.
  - 2.13.6.2. Ensure all Airmen exhibit superb military bearing and are present, in the proper uniform, conform to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and remain at the aircraft or equipment during periods of public viewing.
  - 2.13.6.3. Ensure all Airmen selected to officially participate in the open house should be able to communicate effectively with the public, and have an in-depth knowledge about the assets they are assigned to talk about.
- 2.13.7. Appoints an Antiterrorism Officer for completion and coordination of the Antiterrorism Plan.
- 2.13.8. Approve warbirds ([Attachment 6](#)) participation.
- 2.13.9. Ensures compliance with demonstration team support manuals.

#### **2.14. Open House Director.**

- 2.14.1. Recommends personnel to the installation commander to serve on the open house staff.
- 2.14.2. Leads the open house staff and requests and allocates resources to support the open house.
- 2.14.3. Be familiar with DoD, AF, and MAJCOM instructions directing open house procedures, force protection, aircraft and weapons safety, etc.
- 2.14.4. Ensures a completed DD Form 2535 is submitted to MAJCOM/PA. For the event to be considered for support by the Air Force Aerial Demonstration Squadron, MAJCOM/PA should submit the DD Form 2535 to SAF/PAY prior to the deadlines listed in paragraph [11.2.1](#). The Director may delegate this responsibility.
- 2.14.5. For Continental United States events, submit a FAA Form 7711-2, *Application for Certificate of Waiver or Authorization*, to the Federal Aviation Administration 90 days (120 days recommended) prior to the event if any type of flying or parachuting is planned during the open house. The Director may delegate this responsibility.

2.14.5.1. Application for a military flyover should be submitted a minimum of 45 days prior to the date of the event.

2.14.5.2. Applications for a rocket launch (e.g., Smokey Sam) should be submitted at least 120 days prior to the event

2.14.6. Submits requests for foreign aircraft or foreign military demonstration team participation in unit open houses through MAJCOM to SAF/PA for coordination prior to approval. Outside the Continental United States, Directors make requests for foreign aircraft or foreign military demonstration team in accordance with unified Combatant Commander directives.

2.14.7. Reviews and/or coordinate with Legal, Force Support Squadron, Contracting, and Comptroller on all contracts and agreements related to the open house.

2.14.8. Ensures all performer/demonstration team support manuals have been reviewed and special requirements have been met.

2.14.9. Ensures previous open house lessons learned are reviewed and implemented.

2.14.10. Creates or update installation open house plan with lessons learned.

2.14.11. Contacts ACC/A3T Aerial Events at DSN 574-8346 or at [acc.a3ta@us.af.mil](mailto:acc.a3ta@us.af.mil) to request ACC Single-Ship Demonstration Team by 1 July the year prior to the open house.

2.14.12. Ensures appropriate risk assessments are accomplished as needed. Coordinates risk assessment with the Installation Safety Office and obtains Installation Commander approval for the event based on residual risk. Includes completed risk assessments in the lessons learned book.

2.14.13. Be fully versed and familiar with relevant portions of FAA Order 8900.1, Vol 3, Chap 6, for Issuance of a Certificate of Authorization for airshow/open house events, particularly with respect to Safety provisions.

2.14.14. Ensures all hazardous materials used for the open house are required to be identified and properly handled, including those used by civilian vendors.

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

2.15.1. Ensures all applicable Air Force, Federal, State and local safety requirements are met and followed.

2.15.2. Works closely with the open house director, fire and emergency services fire prevention office, bioenvironmental engineers, public health and environmental offices to ensure safety issues are identified and resolved.

2.15.3. Reviews previous open house lessons learned for safety discrepancies and planning purposes.

2.15.4. Review all applicable Federal and State Occupational Safety and Health Administration regulations, national consensus standards (Uniform Building Codes in effect, Air Force instructions, technical orders, MAJCOM and local guidance that apply to open house operations and areas. (See Table 9.1 for a non-inclusive list).

2.15.5. Develops local checklists as needed to ensure all areas are properly inspected.

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

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

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

2.15.9. Ensures a survey is conducted to validate drop/landing zones for parachute operations.

2.15.10. Be fully versed and familiar with relevant portions of FAA Order 8900.1, Vol 3, Chap 6, for Issuance of a Certificate of Authorization for airshow/open house events, particularly with respect to Safety provisions.

**2.16. Unified Combatant Commanders.** Unified Combatant Commanders have approval authority for events in their area of responsibility. The Unified Combatant Commander may delegate the responsibility for event approval to the Air Force component public affairs director, and for participation approval to the Air Force component commander in accordance with DoD 5410.19, AFI 35-105 and AFI 11-209, *Aerial Event Policy and Procedures*, paragraph 5.9.

## Chapter 3

### ORGANIZATION

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

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

**3.1.2. Air Operations Officer.** Develops and aids in the execution of the flying operations. Coordinates with the Federal Aviation Administration, Airfield Operations (including air traffic control and airfield management), transient alert, the air boss and announcer, demonstration teams, explosives/pyrotechnics team, explosive ordnance disposal, weather, and briefing teams. At least 60 days prior to the event, the air operations officer should be available on a full-time basis. See the Air Operations Planning Checklist ([Attachment 2](#), Table [A2.1](#)) for specific responsibilities.

**3.1.3. Ground Operations Officer.** Develops and executes the ground operations. Coordinates all activities inside the crowd control line for the event. Determines spectator areas and vehicle routes. This includes static display and performer parking and servicing, plus set-up of concessions, displays, sanitation, transportation, communications, and all other event support activities. Coordinates antiterrorism measures with Security Forces, explosive ordnance disposal, safety and emergency response personnel. Coordinates with Public Health and Bioenvironmental Engineering to ensure procedures are implemented for safe sanitary food and water. Coordinates with Civil Engineer to utilize their expertise in power, water, traffic engineering, etc. At least 60 days prior to the event, the ground operations officer should be available on a full-time basis. See the Ground Operations Planning Checklist (see [Attachment 2](#), [Table A2.2](#), for specific responsibilities.

**3.1.4. Public Affairs Coordinator.** Serves as a key member of the open house staff. Public Affairs provides regular advice and guidance to the director, staff and installation commander as necessary. Public Affairs is involved in many aspects of the show including pre and post-show internal and external publicity, media activities on-site, coordinating media flights, internal promotion/information, photography support, and media relations for annual and rehearsal shows. Schedules media and recruiting events with military demonstration teams. Coordinates with the Force Support Squadron on publicity and promotional efforts and ensures sponsor recognition is included in the announcer's script in accordance with sponsorship agreements. Provides commander with recommended names of community leaders to invite to social events and open house. See the Public Affairs Checklist (see [Attachment 2](#), Table A2) for specific responsibilities.

3.1.5. **Contracting Officer.** Provides business advice and support the staff with contracts for performers and support functions. Contracting Officers coordinate with other open house staff members and director on open house related contracts. Contracting Officers have authority to enter into, administer, or terminate contracts and make related determinations and findings. Contracting officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships.

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

3.1.7. **Force Support Squadron Coordinator.** Responsible for procuring food, beverages and other entertainment activities (e.g. climbing wall, kiddie area, concert, fireworks, etc.). Ensures safety, airfield management and ground operations guidelines are incorporated into vendor statement of work. Coordinates with the director and Security Forces for logistics support of booth operations. Works with the commercial sponsorship coordinator to obtain commercial sponsorship support of Force Support Squadron morale, welfare, and recreation elements, and civilian aerial demonstrations if that is the direction determined by the installation commander. Coordinates with Public Affairs on publicity and promotional efforts as necessary. Approves the portion of the open house announcer's script pertaining to recognition of commercial sponsors.

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

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

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

senior level command and control for sustained response and recovery operations (see paragraph 9.4.8.).

3.1.11. **Safety Coordinator.** Advises the open house director on safety issues. Assists each member of the open house staff with their preparation of the risk assessments for the open house. Risk assessments include water and food vulnerability assessment performed by Bioenvironmental Engineering and Public Health.

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

3.1.13. **Air Boss.** The individual who, under operational authority delegated to him or her by the responsible person, has primary responsibility for control of air show operations (does not include transient/non-participating aircraft) on the active taxiways, runways, the air show demonstration area, and for coordination with the jurisdictional air traffic control facility and Federal Aviation Administration inspector-in-charge while the certificate of waiver and associated Class D Notice to Airmen (NOTAM) or temporary flight restriction (TFR) is in effect. Runs day-of-event flying operations. Thoroughly briefs performers on air operations and performer flight safety. Directs aircraft on the ground within open house boundaries and in waived airspace (air traffic control may assist, pursuant to local arrangements). Verifies airspace waived for a non-air traffic control agency to take control. Receives briefings on and signs off on base disaster response plans prior to event. The air boss can be an appropriated fund civilian contractor; however, once the FAA/ICAS Airboss Recognition Program is implemented, open houses will be required to comply with the program's rules regarding who can be an air boss at an open house. If a conditional gift offers payment for such services, the donor may not specify or influence the contractor selection through Air Force procurement procedures. **(T-1)**

3.1.14. **Announcer.** Narrates the open house and keeps the audience aware of ongoing and upcoming events, sponsorship recognition, activities, entertainment and concessions. Frequently, the announcer is an appropriated fund civilian contractor. If a conditional gift offers payment for such services, the donor may not specify or influence the contractor selection through Air Force procurement procedures. The highest priority responsibility for the announcer is crowd control during a mishap or emergency. The announcer should be thoroughly familiar with the mishap/emergency response plan, location of emergency exits, and able to assist appropriate agencies with crowd control in the event of an emergency.

3.1.15. **Hospitality Coordinator.** Organizes social events for the open house participants. Provides personnel to meet and greet arriving performers and in-process them as necessary. Develops a welcome package for arriving performers. May organize and staff a performer tent for open house performers and static display participants (see paragraph 1.13.). Coordinates with the Force Support Squadron to include Force Support Squadron sponsored event publicity to open house participants and to deconflict social events and Force Support Squadron programs.

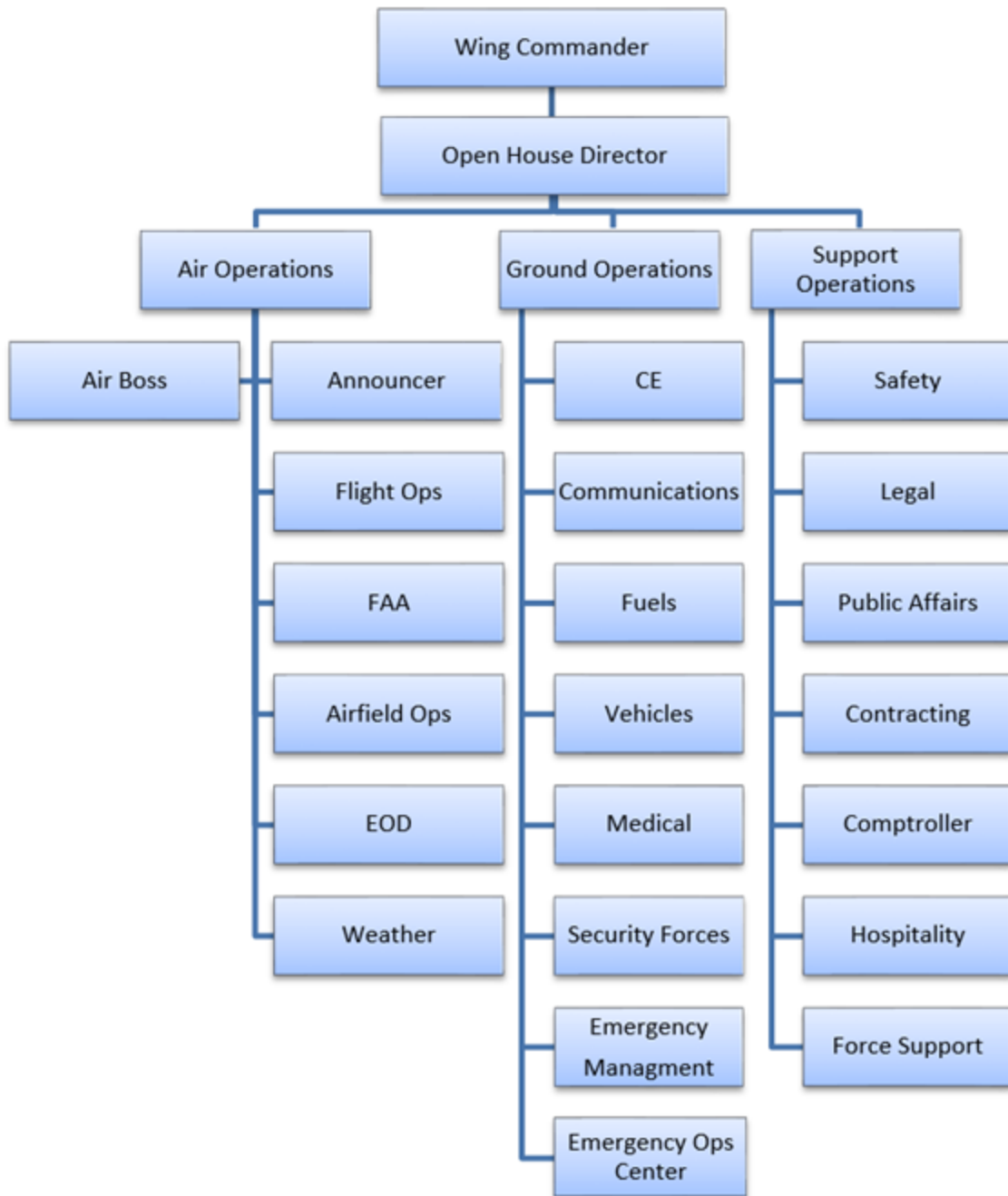
3.1.16. **Protocol Coordinator.** Protocol duties and responsibilities vary and are often commander-driven. They include formulating and executing detailed plans for commander-hosted official open house functions and distinguished visitor attendance. Protocol coordinators also advise the open house director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

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

**3.2. Timeline.** The date for the open house should be solidified as early as possible to help establish a timeline for the planning process. Nine to fifteen months is a normal planning cycle for an open house. A suggested planning guide, broken down by task, can be found in **Attachment 3**. A key deadline is 1 July two years before the show date for requesting the Thunderbirds or Blue Angels. Another key deadline is 1 July of the current year for AETC and ACC single ship demonstration teams and Heritage Flight. More information can be found in **Chapter 11** (Public Affairs) of this Manual. The International Council of Air Shows ® convention is normally held yearly in December allowing open house directors/staff an opportunity for face-to-face interaction with the performers (only contracting officers may enter into agreements with civilian performers, see paragraph **3.1.5.** and **Chapter 8**) and the annual schedules of the DoD demonstration teams are announced to the public. More information about International Council of Air Shows is available at its website, <https://www.airshows.aero/> ® and the International Council of Air Shows publication, Air Show Manual ®. **NOTE:** Reference to International Council of Air Shows or their products does not imply an endorsement by the Air Force. Any interaction with this organization is optional. Private organizations and non-Federal entities involved with the open house should be involved in the early planning stages.



Figure 3.1. Example Open House Staff.



## Chapter 4

### OPERATIONS

**4.1. Operational Criteria.** Safety is the primary consideration at all times. Do not engage in activities that compromise the safety of spectators, participants/performers or that could damage or destroy property. This Manual provides general guidance on open house air operations within the current boundaries of Air Force guidance. Individual performers might have more restrictive operating limitations. It is imperative to match weather and altitude operating limits with the performers and the airfield environment. **NOTE:** Ensure military jet teams and single-ship demonstration teams comply with their specific regulations and instructions (for example Air Combat Command Instruction (ACCI) 11-401, *Operational Procedures—Thunderbirds*, and single-ship demonstration team AFI 11-246 series volumes and their supplements), which take precedence over this Manual. **NOTE:** Air National Guard flight profiles outside the purview of AFI 11-246 are published in the ANG supplement to AFI 11-209.

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

4.1.2. **Rotary Wing Altitudes.** USAF rotary wing aircraft may be waived to operate below 500' AGL with MAJCOM and FAA concurrence to demonstrate unique capabilities, provided the site has been surveyed for safe operations and clear of both the public and obstacles. Each MAJCOM sets minimum altitudes for the safe operation of their assets. The approved aircraft demonstration profiles should conform to the guidance in the AFI 11-246 series of instructions and/or MAJCOM instructions.

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

4.1.4. **Weather Minimums** . Operations weather requirements are Visual Flight Rules (VFR) in accordance with AFI 11-202, Volume 3 and applicable AFI 11-2MDS, Volume 3, *[MDS Specific] Operations Procedures*. Weather minimums are flyover minimum altitude plus 500 feet and 3 miles visibility. The air operations officer may set higher minimums based on the nature of the event, local terrain, or other factors. The AFI 11-246 series contains weather minimums for single-ship military demonstration team profiles.

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

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

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

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

4.1.4.3. For operations with ceilings below 1,500’ but above 1,000’, the air operations officer and Air Boss ensure FAR 91.155 is waived and the Federal Aviation Administration inspector-in-charge concurs with the operation.

4.1.4.4. During Open House activities, there are no flying events authorized with ceilings less than 1,000’.

4.1.5. **Time Limitations**. Due to safety concerns and reduced public relations benefit, U.S. Air Force aerial events are authorized only between the beginning of morning civil twilight and the end of evening civil twilight. HAF/A3O is the approval authority for waiver requests in accordance with AFI 11-209. **(T-1)**.

4.1.5.1. The USAF Academy Wings of Blue parachute team is authorized an exception to this policy provided a Federal Aviation Administration waiver (FAA Form 7711-2, Certificate of Waiver or Authorization Application) is obtained for each night jump in accordance with 14 CFR Part 105.21.

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

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

4.2.1. **Aerobatic Flight.** For open house purposes, the definition of aerobatic flight in 14 CFR, Part 91.303 would normally be restrictive. Therefore, a waiver to 14 CFR Part 91.303 should always be requested on the FAA Form 7711-1. For guidance in determining what maneuvers are considered aerobatic, reference FAA Order 8900.1, Vol 3, Chapter 6, Para 3-143.A.2. For overseas open houses, check with host nation aeronautic agency.

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

4.2.3. **Flyby.** For open houses, the Federal Aviation Administration's definition of a flyby in FAA Order 8900.1 Volume 3, Chapter 6, Section 1, is a non-aerobatic pass or series of passes, performed by one or more aircraft. Refer to AFI 11-209, paragraphs 1.6.4. and 1.6.7. for restrictions on airspeeds and minimum distance to spectator areas. In any case, altitudes and distance from spectators will not be less and airspeeds will not be greater than the limits imposed by the Federal Aviation Administration Flight Standards District Office in the certificate of waiver (**T-0**).

4.2.4. **Warbirds.** A warbird is defined as a privately-owned vintage military aircraft (or likeness thereof) that has been used in a military conflict or which is of significance in the history of military aviation. Warbirds could be a US military aircraft or that of a foreign government. The narration during the show should clearly note the aircraft's military significance. Warbirds will be painted in a military paint scheme. A minor sponsor logo is permitted keeping in mind the need to avoid commercialization of the event. See [Attachment 6](#) for a list of approved warbirds. Installations can staff requests to designate additional aircraft as warbirds through their MAJCOM/A3 to HAF/A300 for consideration (**T-1**).

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

4.2.5.1. Commanders, in consultation with their staffs, should give careful consideration to avoid selectively benefiting civilian enterprises when deciding to invite civilian demonstration teams to participate in their open house activities. Even in instances where the funding of such acts is paid for by a third party, commanders retain ultimate responsibility for the safety of the open house.

4.2.5.2. Commanders and other officials responding to requests for transportation not specifically authorized by DoDI 4515.13, *Air Transportation Eligibility*, shall make no commitments concerning prospective travelers or cargo until they receive all required approvals. When commercial airlift is unavailable, incapable, or unsuitable, and it is in the best interests of the Air Force, military airlift to support civilian aircraft (to include their aviation team(s)) may be requested on a case-by-case basis as an exception to DoD air transportation policy. Exception to policy requests, with regard to transporting

civilian aircraft and their aviation team(s), are submitted in accordance with DoDI 4515.13, section 12 and AFI 24-101, *Passenger Movement*. Exception to policy requests will be submitted by the base hosting the civilian aircraft and their aviation team(s) through their MAJCOM to HAF/A3O (info SAF/PAY and HAF/A3OO) for staffing to the CSAF and/or Vice Chief of Staff of the Air Force (VCSAF) for approval consideration. Exception to policy requests should arrive at HAF no later than 30 days prior to the desired date of movement of the civilian aircraft and/or aviation team(s) (T-1).

**4.2.5.3. Performer Qualifications.** (Continental United States events only) The event organizer is responsible for determining all performers are qualified and the aircraft are airworthy in accordance with FAA order 8900.1 Vol. 3, Chapter 6, Section 1. The Federal Aviation Administration inspector-in-charge verifies the Federal Aviation Administration qualification of civilian performers and their aircraft when reviewing the application for waiver. These qualifications include:

4.2.5.3.1. Valid pilot certificate.

4.2.5.3.2. Valid medical certificate.

4.2.5.3.3. For pilots performing aerobatics, a current FAA Form 8710-7, *Statement of Acrobatic Competency*, or Transport Canada Aviation (TCA) Form 26-0307, *Statement of Acrobatic Competency*.

4.2.5.3.4. Formation and safety team (FAST) card or formation flights annotated on the statement of acrobatic competency if performing formation. Note: Non-DoD aircraft are required to have a DD Form 2401, *Civil Aircraft Landing Permit*. Obtaining this permit is the responsibility of the host base and aircraft owner/operator. See AFI 10-1001, *Civil Aircraft Landing Permits*.

**4.2.5.4. Civilian Aerobic Formation Flight.** (Continental United States events only) Formation aerobatics may be performed only if the team meets the practice and proficiency requirements established in FAA Order 8900.1, Volume 3, Chapter 6. All teams or individuals conducting formation aerobatics must have demonstrated or substantiated their skills and have the "formation aerobatics" notation placed on their statement of acrobatic competency (T-0).

**4.2.5.5. Non-Aerobic Formation Flight.** (Continental United States events only) Civilian pilots who wish to conduct non-aerobic formation flight in waived airspace for an open house must possess a FAST card or a similar valid host nation formation training and evaluation credential that is acceptable to the Federal Aviation Administration inspector-in-charge (T-0).

**4.2.5.6. Civil Fly-Ins.** Civil aircraft operators may be invited to fly their aircraft to an Air Force airfield for a base open house to foster better relations with the local aviation community. Refer to AFI 10-1001 for civil fly-in procedures. According to Defense Logistics Agency (DLA) Energy policy (DLA Energy-P-6, *Authorized Customers and Cash Sales*), a defense fuel support point may authorize defense working capital fund cash fuel sales for aircraft, vehicles, and equipment on display and/or perform at federally or installation-sponsored events such as an open house or air show. Vehicles and equipment, other than those actually on display or directly involved in the air show

performance, may not purchase defense working capital fund fuel by cash sale. Defense Logistics Agency Energy is the fuel manager for all DoD.

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

**4.3.1. DOD-Sanctioned Parachute Team.** DOD has officially sanctioned the U.S. Army Golden Knights parachute team, the U.S. Navy Leap Frogs, and SOCOM's Para Commandos. The Golden Knights team has two units designated as Black Team and Gold Team-jumping at two different locations.

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

4.3.1.2. An application for a certificate of authorization should be submitted to the jurisdictional Federal Aviation Administration Flight Standards District Office. Ensure the application for Certificate of Waiver or Authorization contains a statement that the military command or service has determined that adequate safety margins exist at the site for the scheduled demonstration by the specific team on a specific date.

**4.3.2. Non-sanctioned DOD Parachute Teams.** Military jump teams not listed in paragraph **4.3.1.** are not considered DoD-sanctioned by OSD. They may be allowed to perform the same jumps as civilians with a United States Parachute Association (USPA) class D license if they meet all the requirements of a civilian team. To jump over or into a congested area the unit is required to meet the same standards as DoD-sanctioned teams and hold a USPA class D license.

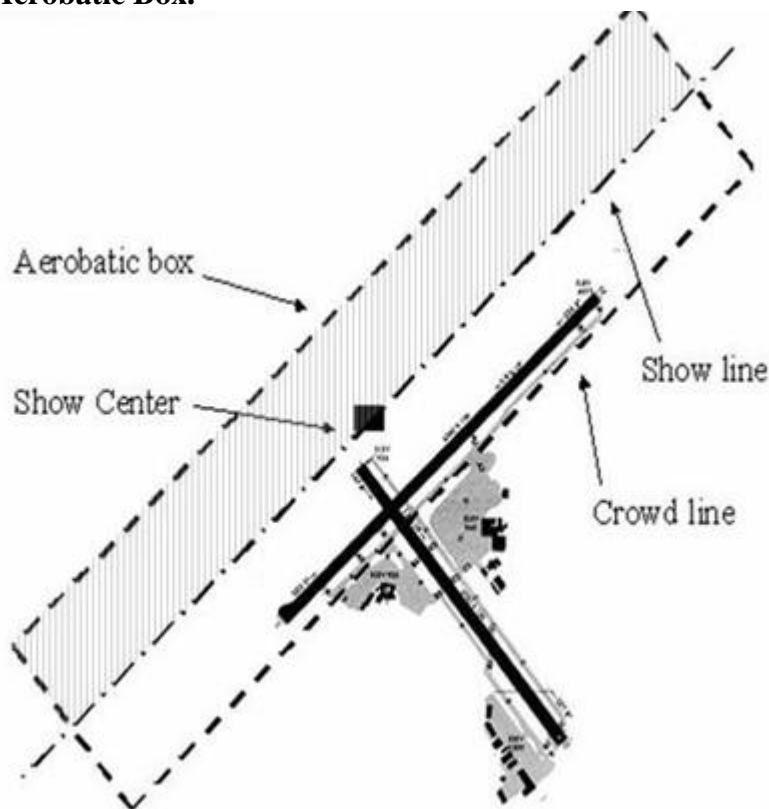
**4.4. Foreign Military Teams (Continental United States events only).** The considerations and procedures of this chapter also apply to military teams sanctioned by other countries and approved by the Federal Aviation Administration. Only the Federal Aviation Administration may issue the letter of approval for foreign military teams. Foreign military flight demonstration teams and individual military pilots planning to perform aerobatic demonstrations in the U.S. should submit an application package at least 120 days prior to the first demonstration. Generally, Flight Standards personnel desire to observe a private demonstration performance before the approval is issued. Performances at Air Force installations should be at no additional cost to the government.

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

#### 4.6. Planning Considerations.

4.6.1. **Crowd Line.** A physical barrier or a line marked on the surface of the ground or water that serves as a restraining line for designated spectator areas and provides the appropriate safety distances from the aerobatic box and/or show line for an aviation event. The crowd line is placed at a specified distance from the show line. The restraining line and any necessary policing prevents spectators or other non-participating people from getting too close to the show line. The ground operations officer with the help of Civil Engineering and Airfield Manager are responsible for the establishment of the crowd line including the distinguished visitor seating area, primary viewing section and distance needed from the show line to meet Federal Aviation Administration standards and Air Force runway standards for specific aircraft. Snow or foreign object debris (FOD) fencing should be use for the crowd line barrier to prevent foreign object debris from blowing onto the taxiways. The fencing may be anchored with concrete jersey barriers (see [Figure 4.1.](#) below).

**Figure 4.1. Aerobatic Box.**



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



4.6.1.2. **Primary Spectator Area.** The primary spectator area is the main area designated for spectator use. Safety is the primary factor in selecting spectator areas. It is bounded by the crowd line and has lateral limits (ends) that are well defined. This is the area where the public is generally expected to view the open house. The primary area may be partitioned or divided due to physical constraints associated with the location. Aircraft must not fly over the designated spectator area less than 1,000 feet above the highest obstacle in that area unless specifically granted a waiver by the Federal Aviation Administration and the parent MAJCOM (T-0).

4.6.1.3. **Secondary Spectator Area.** The secondary spectator area may be any other area where people have a natural tendency to gather to observe the event, for example, along a road adjacent to base. The open house staff and the Federal Aviation Administration inspector-in-charge should identify secondary spectator areas before the aviation event begins and develop a plan to assure they are outside of the aerobatic box. These are also areas where it may not be completely possible to control the presence of people. However, Security Forces should make every effort to prohibit secondary spectator areas within jurisdiction limitation. No aircraft is permitted over any secondary spectator area less than 1,000 feet above that area unless approved by the Federal Aviation Administration (T-0).

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

4.6.2. **Corner Markers.** Corner markers are natural landmarks or identifying panels placed 500 feet from each end of the primary spectator area along the extended crowd line. They depict the minimum distance performers may approach the crowd. They should be easily identifiable objects starkly contrasting with the environment. If using panels, they should be 20 feet by 20 feet and have a vertical component of at least 4 feet.

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

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

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

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

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

4.6.3.5. A Notice to Airmen may be required for placement of the markers if near an active runway. Check with the local airfield manager.



4.6.3.6. Show center markers must not be sited earlier than rehearsal day and are removed after the last public performance or prior to resumption of normal airfield/flying operations. The location and duration of these markers must be temporarily waived in accordance with the provisions of United Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design (T-0)*.

4.6.4. **Bomb Burst Cross Point.** Bomb burst cross points are used by demonstration teams. The cross point for the bomb burst is located on the show line, at a distance from show center specified by the team and should be in compliance with the teams' support manuals. Ensure the area beneath the bomb burst run-in avoids densely populated areas including areas used for parking.

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

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

4.6.4.3. Bomb burst cross point markers must not be sited earlier than rehearsal day and are removed after the last public performance or prior to resumption of normal airfield/flying operations. The location and duration of these markers must be temporarily waived in accordance with the provisions of UFC 3-260-01 (**T-0**).

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

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

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

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

4.6.6.2.1. To 1,000 feet, minimum, between the spectator area and the intended airdrop impact point, or to the drop zone boundary, whichever is greater, for the following:

4.6.6.2.1.1. On-base equipment airdrop demonstration.

4.6.6.2.1.2. On-base container delivery system demonstration.

4.6.6.2.1.3. On-base airdrop demonstration of personnel using round canopies, also known as tactical airborne demonstrations or personnel airdrops. Tactical airborne demonstrations are conducted by paratroopers assigned to tactical units (e.g., the 82nd Airborne) and employ standard military equipment and procedures.

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

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

4.6.6.2.4. To 15 feet, minimum, between the spectator area and the landing target for the airdrop of DoD sanctioned teams (Army Golden Knights or Navy Leap Frogs) or precision parachute demonstration team members who hold United States Parachute Association PRO-ratings when steerable, square main and reserve canopies are used.

4.6.6.3. Mark show lines for events over water in a manner that ensures the lines are clearly visible and identifiable by the participating pilot. Use prominent features such as boats, barges, or large buoys for events over water. Two features do not make a definable straight line: a minimum of three features should be used. It is critical that anything used to define the show line is securely anchored and should be monitored throughout the event to ensure it is not moving. If such an item begins moving, stop the event until it is re-secured.

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

4.6.6.3.2. Enlist the assistance of the Coast Guard/Coast Guard Auxiliary and/or State and Local Marine Police patrols to ensure other boats do not enter the demonstration hazard areas.

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

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

4.6.7.2. Flight over the primary spectator area is permitted when at or above 1,000 feet above the spectators. Flight is non-maneuvering and straight and level or wings level in a normal climb. Formation flight is also required to be in one direction only—back to front or front to back.

4.6.7.3. For formation flight demonstrations, adjust the formation leader's ground track so that the critical wingman remains beyond the appropriate show line.

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

4.6.7.5. When authorized by AFS-800, military demonstration teams and USAF Heritage teams are permitted to fly at a minimum altitude of 500 feet above the highest obstacle over the primary spectator area if the flight is non-maneuvering, straight and level or wings level in a normal climb, and the direction of flight is in one direction only—back to front or front to back.

4.6.7.6. Flight by rockets over primary spectator area is prohibited.

4.6.7.7. Unmanned Aircraft System (UAS) operations, to include aerial photography, are not authorized unless authorized by the FAA Administrator and Secretary of Defense (SECDEF).

4.6.7.8. The responsible person makes every effort to discourage secondary spectator areas. Secondary spectator areas cannot be under the aerobatic box. Flight over the secondary spectator area is permitted by all civilian and military air show performers when the following conditions are met:

4.6.7.8.1. Minimum altitude is no lower than 500 feet above the spectators.

4.6.7.8.2. Until the aircraft reaches an altitude of 500 feet, it is profile limited to non-maneuvering and wings level in a normal climb.

4.6.7.8.3. For rockets, flight over secondary spectator area is prohibited.

4.6.7.8.4. UAS operations, to include aerial photography, are not authorized unless authorized by the FAA Administrator and SECDEF (same as primary spectator areas).

4.6.7.8.5. For night demonstrations, refer to FAA Order 8900.1.

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

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

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

4.6.8.2.1. Antennas, windsocks, tree lines and other obstacles that are hazards to the performers often necessitate moving a show line; even in these cases, the show line may not be moved any closer than the prescribed altered minimums.

4.6.8.2.2. The minimum 500-foot show line for Category III aircraft will not be waived (**T-0**).

4.6.8.2.3. For North American military jet teams, ensure both the Category I and Category III show lines are discernible at least two miles from show center at an altitude of 200 feet.

4.6.8.3. **Category I Show Line.** The optimum show line distance from the spectator areas for Category I aircraft is 1,500 feet or greater. Aircraft performing aerobatics may not cross the reference line.

4.6.8.3.1. If the only well-defined show line is closer than 1,500 feet to a spectator area and it is not possible to move the spectator area, the Federal Aviation Administration may waive the show line down to a minimum of 1,200 feet (**T-0**).

4.6.8.3.2. When there is a reduction in the distance from the show line to the primary spectator area, a similar reduction is not permitted for the secondary spectator area side of the show line.

4.6.8.3.3. In no case allow less than 2,700 feet between the primary and the secondary spectator areas.

4.6.8.4. **Category II Show Line.** The optimum show line distance from spectator areas for Category II aircraft is 1,000 feet or greater. Aircraft performing aerobatics may not cross the reference line.

4.6.8.4.1. If the only well-defined show line is closer than 1,000 feet to a spectator area and it is not possible to move the spectator area, the Federal Aviation Administration may waive the show line to an absolute minimum of 800 feet (**T-0**).

4.6.8.4.2. When there is a reduction in the distance from the show line to the primary spectator area, a similar reduction is not permitted for the secondary spectator area side of the show line.

4.6.8.4.3. In no case allow less than 1,800 feet between the primary and the secondary spectator areas.

4.6.8.4.4. In no case should any part of the aircraft cross this reference line. In the case of formations, adjust the flight leader's ground track so that the critical wingman is no closer to the spectator area than the Category II show line.

4.6.8.5. **Category III Show Line.** The show line may not be closer than 500 feet from the primary or secondary spectator areas. Aircraft performing aerobatics may not cross the reference line.

4.6.8.5.1. The 500-foot show line may also be used for Category I or II aircraft being flown non-acrobatically and parallel to the primary and/or secondary spectator area. In this case, ensure the show line is clearly delineated for high performance aircraft.

4.6.8.5.2. An arc directed away from the crowd, a pass in review maneuver, may be flown provided the aircraft remain at least 500 feet from the primary and secondary spectator areas.

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

4.6.8.5.4. If there is less than 500 feet between the show line and the spectators, it is unlikely an airshow waiver will be approved.

4.6.8.5.5. In no case should any part of the aircraft cross this reference line, if performing aerobatics. In the case of formations, ensure the flight leader's ground track is adjusted so that the critical wingman is no closer to the spectator area than the Category III show line.

**Table 4.1. Aircraft Aerobatic Categories.**

AIRCRAFT/ SHOW LINE CATEGORY	AIRCRAFT CHARACTERISTICS (See Note)	STANDARD SHOW LINE DISTANCE FROM THE SPECTATOR AREA
I	More than 245 knots (282 mph)	1,500 feet
II	More than 156 knots but 245 knots or less (181-282 mph)	1,000 feet
II	Aerobatic helicopters	1,000 feet
III	156 knots or less (180 mph)	500 feet
III	Any single-engine, normally aspirated or fuel-injected, reciprocating-engine airplane with a maximum certificated gross weight of no more than 2,250 lbs. Aerobatic gliders	500 feet
III	Non-aerobatic aircraft, rotorcraft agility maneuvers, (any non- aerobatic flyby demonstration)	500 feet
III	BD-5J Microjet	500 feet
N/A	Rocket backpack	250 feet
N/A	Smokey Sam rockets < 2000' AGL Class I rockets up to 4000' AGL Class I,II,III rockets up to 6000' AGL	500 ft. from show line 1000 ft. from show line 1500 ft. from show line
N/A	UAS (< 55 lbs. and 87 kts) UAS (< 55 lbs. and 30 kts)	250 ft. Aerobatic maneuvers 100 ft. Non-aerobatic maneuvers
<p><b>NOTE:</b> See FAA Order 8900.1, Table 3-1, for additional categories.</p> <p><b>NOTE:</b> These speeds are in knots indicated air speed as determined in straight and level flight at standard temperature and pressure at sea level at maximum certified gross weight for: reciprocating powered airplanes: 75 percent power, turbine powered airplanes: 85 percent maximum continuous power. These are not limiting speeds for maneuvers.</p>		

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

4.6.9.1. The Federal Aviation Administration requires that the aerobic box be void of all people not specifically participating in the demonstration. This includes homes, businesses, roads and secondary spectator areas. The authorization for each person forward of the crowd line must be approved by the Federal Aviation Administration inspector-in-charge and air boss (**T-0**).

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

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

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

**4.6.10. Orientation Flights.** Guidelines for orientation and public affairs flights on Air Force aircraft are contained in AFI 11-401, *Aviation Management*, and AFI 35-105. MAJCOMs may restrict orientation flights during open houses. Passengers may not be onboard any civilian aerial demonstration aircraft or warbird while flying in an open house performance. Pilots of civilian aerial demonstration aircraft or warbirds who are at the open house and wish to conduct orientation flights must originate and terminate the flight at a location outside of the military installation. (**T-1**) **EXCEPTION:** personnel identified in the Federal Aviation Administration authorization to fly in warbirds performing Heritage Flight as dissimilar formation safety and program assurance observers are authorized to fly in Heritage Flights warbirds originating from or terminating at the installation.

**4.6.11. Approved Maneuver.** Aerobic maneuvers may not direct energy toward any spectator area or fly over the designated spectator area(s) below 1,000 feet above ground level (AGL) unless approved by the Federal Aviation Administration. The Federal Aviation Administration approves maneuver packages for the US military demonstration teams, and Canadian Forces Snowbirds annually. Civil and/or foreign military teams, flights, or individual acts are responsible for submitting sufficient information about a single maneuver or series of maneuvers to the Federal Aviation Administration for approval before

performing these types of maneuvers. For a more detailed discussion of approved maneuvers, reference FAA Order 8900.1, Volume 3, Chapter 6. Certain related maneuvers and procedures, however, may be authorized as outlined below (T-0).

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

4.6.11.2. For the U.S. Air Force Thunderbirds, U.S. Navy Blue Angels and the Snowbirds, approved maneuvers include level or climbing (normal rate) wings level flight over designated primary spectator area generally from front to back or back to front at an altitude no less than 500 feet AGL over primary spectator area. USAF Heritage Flight is approved to fly wings level over the designated primary spectator area from back to front at an altitude no less than 500 feet AGL. All other performers are limited to at least 1,000 feet AGL over primary spectator areas unless they hold approval for the maneuver from the Federal Aviation Administration.

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

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

4.6.12. **Engine Run Areas.** Aircraft engines may not be started and aircraft may not be taxied in designated spectator areas or static display areas unless adequate measures are taken to protect the spectators. For safety, personnel, vehicles and towed aircraft shall remain clear of taxiing traffic and may not pass within 200 feet behind aircraft with engines running or rotors turning, per AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, or as required by local base regulation. For physical protection, there should be a physical barrier to keep spectators away or use wing-walkers, marshallers or crowd control monitors who can prevent entry to the area by unauthorized people. If moving aircraft from the static display area during the open house, moveable crowd barriers and crowd control monitors provide a flexible means of securing the area (T-1).

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



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

4.6.15. **Temporary Flight Restrictions.** Temporary flight restrictions are a means to protect the aerial performers from airspace incursions by non-participating aircraft. Temporary flight restrictions are requested in accordance with 14 CFR § 91.145. Temporary flight restrictions should be requested at the same time the application for the Certificate of Authorization is made. Make the request by following the procedures listed on the Federal Aviation Administration website, at [www.faa.gov/about/initiatives/airshow/tfr/](http://www.faa.gov/about/initiatives/airshow/tfr/).

4.6.16. **Communications.** If practical, use discrete frequencies to control aerial performances. The communication plan should also have discrete frequencies for ground operations, security/ emergency forces, and supervision. Coordinate frequency requirements with the host base frequency manager. In addition, attempt to avoid takeoffs or landings during any demonstration, as this may result in radio distraction and a safety of flight hazard. If takeoffs or landings occur during a demonstration, it should be briefed to the performers prior to the performance to minimize distraction. The use of a common very-high frequency (VHF) for air boss is recommended. Some civilian aircraft are unable to tune certain VHF frequencies and should be consulted prior to selecting the frequency.

4.6.16.1. Civilian VHF radios do not have access above 136.975 and thus the military victor frequencies may not be able to be used as the primary, secondary, or discrete frequencies.

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

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

4.6.18.1. Identify the aerobatic box. The show lines define the width of the box. The performers define the length of the box. The aerobatic box is usually centered on show center. This area is to remain unpopulated during the performances.

4.6.18.2. Identify airspace constraints such as Class B, C, and D airspace, airways, traffic patterns, other airports, special use airspace, controlling agencies. Per FAA Order 8900.1, Vol 3, Chapter 6, Figure 3-201a, the standard Cat I (>245 knots) Performance Area is a radius of 3.5NM from the Airshow Center, from GL – 10,000' AGL. Some U.S. jet teams require as much as 12,000' AGL; consult the team's support manual.

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

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

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

4.6.18.6. Identify impact on airfield tenants.

4.6.18.7. Create an airfield diagram.

4.6.19. **Airfield Diagram.** Open house staffs produce a diagram of the airfield/show site. Provide a copy to Civil Engineering to create any building/digging permits that might be required. Coordinate changes to the diagram with all functional staff (see **Figure 4.1.**). C-2 maps (showing building numbers and ground-relief lines) provided by civil engineering, or installation grid maps, are an excellent choice for the basis of the airfield diagram. Airfield master plan charts or aerial photographs may be useful as well.

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

4.6.19.1.1. The complete aerobatic box.

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

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

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

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

4.6.19.1.6. The location of the aviation event control point, police dispatch, ambulance, fire-fighting equipment, first aid locations.

4.6.19.1.7. Parachute landing areas.

4.6.19.1.8. Explosives events/pyrotechnic areas.

4.6.19.1.9. Towers, vertical obstructions and no-fly or restricted zones or airspace.


4.6.19.2. Each military demonstration team may include additional requirements for items to depict on the diagram.

**4.7. The Airshow Waiver (Continental United States events only)** . A waiver to Federal Aviation Administration regulations is required to conduct aerial demonstrations and non-standard operations at open houses. The waiver is requested using a FAA Form 7711-2, available on the Federal Aviation Administration website (<http://www.faa.gov/library/forms/>). See paragraph **4.7.1.**, **Figure 4.2.**, and **Figure 4.2.** for examples of how to fill out the form for an open house. The application is due 90 days prior to the event, but 120 days is recommended. See FAA Advisory Circular 91-45C and FAA Order 8900.1, Volume 3, Chapter 6 for assistance. Also, the local Federal Aviation Administration Flight Standards District Office may assist in the

preparation of FAA Form 7711-2; however, the preparation and submission of FAA Form 7711-2, as well as all of the necessary supporting documentation, are the responsibility of the open house staff. The Federal Aviation Administration responds with FAA Form 7711-1 and the special provisions for the event. Carefully review the FAA Form 7711-1 to ensure it grants the appropriate waivers and that compliance is not an issue. The air operations officer or the air boss ensures the performers have read and understand the special provisions.

Figure 4.2. Example FAA Form 7711-2.

No certificate may be issued unless a completed application form has been received (14 C.F.R. 91. 101. and 105).

 <p><b>US Department of Transportation Federal Aviation Administration</b></p> <p><b>APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION</b></p>	From Approved: O.M.B. No.2120-0027 08/31/2019			
	APPLICANTS - DO NOT USE THESE SPACES			
	Region		Date	
	Action <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved – *Explain under "Remarks"			
Signature of authorized FAA representative				
<b>INSTRUCTIONS</b>				
<p>Submit this application in triplicate (3) to any FAA Flight Standards district office.</p> <p>Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.</p> <p>Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 10 only and the certification, item 17, on the reverse.</p>				
1. Name of organization			2. Name of responsible person	
3. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.
4. State whether the applicant or any of its principal officers/owners has an application for waiver pending at any other office of the FAA.				
5. State whether the applicant or any of its principal officers/owners has ever had its application for waiver denied, or whether the FAA has ever withdrawn a waiver from the applicant or any of its principal officers/owners.				
6. FAR section and number to be waived				
7. Detailed description of proposed operation (Attach supplement if needed)				
8. Area of operation (Location, altitudes, etc.)				
9a. Beginning (Date and hour)			b. Ending (Date and hour)	
10. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address (Street, City, State) (d)	

▶ <b>ITEMS 11 THROUGH 16 TO BE FILLED OUT FOR AIR SHOW/AIR RACE WAIVER REQUESTS ONLY.</b>				
11. The air event will be sponsored by:				
12. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.
13. Policing (Describe provisions to be made for policing the event.)				
14. Emergency facilities (Mark all that will be available at time and place of air event.)				
<input type="checkbox"/> Physician <input type="checkbox"/> Fire truck <input type="checkbox"/> Other - Specify _____ <input type="checkbox"/> Ambulance <input type="checkbox"/> Crash wagon                      _____				
15. Air Traffic control (Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.)				
16. Schedule of Events (include arrival and departure of scheduled aircraft and other periods the airport may be open.)				
Hour (a)	Date (b)	Event (c)		
<i>If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.</i>				
Please Read  The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation.				
17. Certification - I CERTIFY that the foregoing statements are true.				
Date	Signature of Applicant			
Remarks				

#### 4.7.1. Completing the Application for Certificate of Waiver Authorization.

4.7.1.1. **Block 1, 2 and 3:** Name, organization and contact for the open house director.

4.7.1.2. **Block 4 and 5:** Enter “N/A” in these blocks. Pertains to Banner Towers only.

4.7.1.3. **Block 6 (Federal Acquisition Regulation section and number to be waived):** List all applicable Federal Acquisition Regulation sections and numbers. The local Flight Standard District Office can assist with identifying items that should be listed.

4.7.1.4. **Block 7 (Detailed description of proposed operations):** State what type of performances will be taking place, e.g., “Annual airshow featuring non-aerobatic high and low speed flyovers, USAF demonstration teams, parachuting.” Include a listing of all supplemental information attached to the application

4.7.1.5. **Block 8:** Define the area and altitude of the flight maneuvering airspace, e.g., “Five mile radius from LAT/LONG (ABC AFB), surface to 15,000 MSL.”

4.7.1.5.1. Include a current, properly marked depiction of the planned area of operation with the application. The site layout depiction demonstrates that the airshow acts can be accomplished within the area of operation identified (military demonstration teams require 15,000 feet above ground level). If an airshow demonstration or act cannot fit within Federal Aviation Administration distance criteria, or if congestion or new development around the proposed site impedes those criteria, the site is not appropriate for that demonstration or act. Site depictions should include as much of the information from paragraph 4.6.19. as known at the time of submission, with a final version submitted at a later date.

4.7.1.6. **Block 9 (inclusive event dates/times):** Be sure to include any potential alternate dates. Additionally, be sure to include any rehearsal dates -- i.e. the Friday date for a Saturday/Sunday show, if a dry run of the show is scheduled.

4.7.1.7. **Block 10:** The initial application does not need to list specific performers/aircraft. The application may be accepted with a notation in block 8 that “A complete list of pilots and parachutists will be provided by ...” and specify a date (ensure to comply with the deadline once established). A notation stating the show line CAT should be annotated with each make and model aircraft. Once the list has been supplied, the list may be amended by the responsible person and resubmitted to the Federal Aviation Administration inspector-in-charge for approval. Performers added on the day of the event provide proof of appropriate qualifications and aircraft is airworthiness, and a determination is then made that the performance can be conducted at that show site.

4.7.1.8. **Block 11 and 12 (Sponsor information):** May be listed as the installation, or an air show organization council (if applicable). For example, “Wings over Hampton Roads” in block 11 versus “Langley Air Force Base/1 Fighter Wing” in block 1.

4.7.1.9. **Block 13 (Policing):** List organizations responsible for providing security during the event/security precautions planned for the event. For example, “Base Security Forces will police the event, the local sheriff’s department has traffic responsibility, volunteers will conduct bag searches, crowd barriers will be employed and a public address system is available for emergency announcements.”

4.7.1.10. **Block 14 (Emergency facilities):** Detail emergency facilities and assets available, including any provided by off base organizations (i.e., if the local hospital will be providing ambulance services, rather than a base agency, still check the “Ambulance” box).

4.7.1.11. **Block 15 (Air Traffic control):** Detail air traffic control measures e.g., who has control of airspace; primary and alternate methods of communication with air traffic control/terminal radar approach control facilities, tower and center Notice to Airmen; temporary flight restrictions, control frequencies, points of contact, etc.

4.7.1.12. **Block 16 (Schedule of Events):** The initial application does not need to include a schedule of events, but if it doesn't, a note indicating when a final schedule of events will be provided is added to this block.

4.7.1.12.1. The final schedule should identify the aircraft and expected performers in an approximate sequence of appearance. This may change the day of the event because of weather, mechanical problems, or other factors at the discretion of the air boss.

4.7.1.12.2. Any demonstrations/acts added to the schedule once approved require notification to the Federal Aviation Administration and should be submitted at the earliest opportunity. Cancellations do not require advance notice, unless it has a significant impact on the event. For example, the headlining demonstration team would require notification, as would the cancellation of the entire event.

## Chapter 5

### FORCE SUPPORT SQUADRON

**5.1. Open Houses.** Open houses are community relations programs designed to educate the public about the mission of the Air Force and the base. Generating revenue is not the primary objective of conducting such events. Force Support Squadron morale, welfare, and recreation elements, while not required to do so, may use non-appropriated fund support to provide recreational events / activities, and entertainment held in conjunction with the open house. However, installation commanders need to ensure the use of non-appropriated funds does not negatively affect long-term support for morale, welfare, and recreation programs. Units refer and adhere to the provisions outlined in AFI 34-101. Force Support Squadron may sponsor recreational events and activities held in conjunction with the open house, and may provide full or partial non-appropriated fund support for activities like:

5.1.1. Non-flying entertainment such as musical bands, fireworks, children's break areas. Consider the appropriateness of non-flying entertainment which may cause the open house to take on the character of a commercial event, carnival or fair. Under no circumstances, should fireworks be sold or distributed to members to the public.

5.1.2. Civilian aerial demonstrations are adjunct to military activities. Delegation authority was provided to SecAF requiring at a minimum SES or GO (HAF/AIS) approval authority to expend commercial sponsorship of morale, welfare, and recreation events at open houses in accordance with DoDI 1015.10. Commercial sponsorship of civilian demonstrations may be solicited under the same conditions as other commercial sponsorship and may only be funded by commercial sponsorships or provided as a gift in-kind. See paragraph 6.4 for funding guidance.

5.1.3. Bleachers or chairs in support of Force Support Squadron morale, welfare, and recreation booths, displays, events, or entertainment performances. See paragraph 1.1.6. and paragraph 5.3. for concessionaire guidance.

5.1.4. Public address systems for the Force Support Squadron morale, welfare, and recreation elements of the event.

5.1.5. Open house reception open to the entire base population.

5.1.6. **Family area or kid 's zone.** Mechanical rides intended for adults such as large roller coasters and Ferris wheels, along with games of chance or skill, are prohibited. Kid zone activities are provided or contracted for by the Force Support Squadron non-appropriated fund Contracting and should be solely for the use of children. Activities can include attractions such as inflatable jumping castles, small mechanical rides like carousels and small trains, face painting, rock climbing walls, etc. Only the Force Support Squadron may contract for these activities / attractions and charge a fee.

5.1.7. Inclement weather or rain insurance for the Force Support Squadron morale, welfare, and recreation elements of the event. Refer to AFI 34-208, *Nonappropriated Fund Property and Liability Program*.



5.1.8. Food, beverage, souvenir and other concessions, operated directly by Force Support Squadron or by concessionaire contract. Refer to AFI 34-219, *Alcoholic Beverage Program*, for information regarding serving of alcoholic beverages.

5.1.9. Payments (including profit-sharing arrangements) to unit unofficial activities (e.g., social funds, booster clubs) or installation-recognized Private Organizations for operating Force Support Squadron morale, welfare, and recreation concession booths (when included in a services or concessionaire contract).

5.1.10. Marketing and publicity for Force Support Squadron morale, welfare, and recreation programs or events.

5.1.11. Souvenir programs for direct sale by Force Support Squadron morale, welfare, and recreation activities.

**5.2. Restrictions.** Force Support Squadron cannot subsidize mission-related elements of the open house or provide non-appropriated funds or commercial sponsorship support for elements not related to Force Support Squadron morale, welfare, and recreation involvement. Do not provide funds, or allow funds generated from open houses, to be used for:

5.2.1. Socials, receptions, seating, or tents for exclusive use by certain groups or individuals except as allowed in paragraph 1.13., paragraph 5.3., and paragraph 6.11.

5.2.2. Transportation or lodging for military members, individuals not connected with Force Support Squadron morale, welfare, and recreation related events, or event attendees.

5.2.3. Any cost for which appropriated funds are authorized. Installations may request waiver of this restriction per paragraph 2.9.1.1.

5.2.4. Insurance for appropriated funds-funded aerial or other demonstrations.

5.2.5. Essential elements of the open house that would exist regardless of Force Support Squadron morale, welfare, and recreation participation. Such elements include basic health, sanitation, safety, security, and comfort of the attendees.

### **5.3. Concessionaire Contracts.**

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

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

5.3.3. In addition to products such as food and merchandise, Force Support Squadron may use concessionaires to provide chairs, bleachers or tents (see paragraph [1.13.6.](#)).

5.3.4. Consider using an existing umbrella contract (i.e., Master Concessionaire) for all Force Support Squadron concessions.

5.3.5. Automated teller machines are not Force Support Squadron concessions, and are obtained pursuant to the rules in DoD 7000.14-R, *DoD Financial Management Regulation*, Vol. 5, Ch. 34.

**5.4. Souvenir Programs.** Souvenir programs may be produced and sold by Force Support Squadron or through a concessionaire contract provided:

5.4.1. Appropriated funds are not used for their publication or distribution.

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

5.4.3. If there is a requirement in the previously negotiated civilian enterprise base newspaper contract to print such programs produced by Force Support Squadron or a concessionaire contract, then programs cannot be sold. Note: A program printed by a newspaper contractor may be different in form and quality from a souvenir program contemplated by a concessionaire. Installations (Staff Judge Advocate, public affairs and Contracting) can determine whether a concessionaire program will in fact conflict with a contractual requirement for a newspaper contractor.

**5.5. Civilian Enterprise.** Commercial sponsorship involves accepting money, goods, or services from commercial sponsors in support of an event, in exchange for sponsor recognition and advertising privileges. Commercial sponsorship recognition should be greater than other donors. Commercial sponsorship may be used to pay for only the morale, welfare, and recreation elements of an open house. For example, Force Support Squadron could obtain commercial sponsors for a concert or civilian air act in conjunction with an open house. See AFI 34-108 for detailed guidance on commercial sponsorship. Delegation authority was provided to SecAF requiring at a minimum SES or GO (HAF/A1S) approval authority to expend commercial sponsorship of morale, welfare, and recreation events at open houses in accordance with DoDI 1015.10.

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

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

5.5.3. Develop a commercial sponsorship plan for the Open House as required by DODI 1015.10, Enc 2, para 4(g), (see para [2.8.1](#)) using templates provided by Air Force Services Activity (AFSVA). Consider whether commercial sponsorship of events at open houses will reduce the level of commercial sponsorship available for other morale, welfare, and recreation activities at the installation. Survey other bases and local events to determine fair market value of sponsorship for similar benefits at similar events. Installations are responsible for addressing these considerations in any commercial sponsorship proposal. Forward the plan through the Air Force Services Activity, Installation Support division (SVI) in order to request AF/A1S approval.

5.5.4. To limit the financial risks of contracting for an element such as a civilian aerial demonstration intended to be paid for with commercial sponsorship, consider arranging for the sponsor to contract directly for the element and offer it as an in-kind commercial sponsorship. Appropriate signage may indicate that such aerial acts are provided by a non-Federal sponsor.

## Chapter 6

### FINANCIAL MANAGEMENT

**6.1. General Funding Guidance.** Appropriated funds are available to finance various aspects of open houses. Appropriated funds are authorized for those portions of an open house that exist to inform the public about the capabilities, equipment, training and professionalism of the Air Force and its people. While some aspects of an open house are entertaining, the primary purpose of the event is not entertainment. The Force Support Squadron can sponsor, with full or partial non-appropriated fund support, recreational events and activities (e.g. food and entertainment) held in conjunction with the open house. PEC XX530F-MWR appropriated funds may be used to fund MWR requirements as authorized in AFI 65-106 specific to MWR open house requirements. Do not use PEC XX530F-MWR to fund non-MWR open house requirements.

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

**6.3. Funding Vintage Military Aircraft (Warbirds) Performances or Displays .** Warbird crews and their aircraft, which belong to non-Federal entities or individuals and which are contracted to perform at open house events, may be financed with appropriated funds (O&M funds). Because of their military significance, warbirds may be funded with appropriated funds to effect the public affairs and community relations purpose of an open house. The expenses would be those normally associated with a non-personal service contract. Typical expenses that may be funded are lodging, meals, transportation (at the open house location), and any explosives events/pyrotechnics used in the demonstration. Snacks, refreshments and bottled water may be provided if required by the contract. Fuel (aviation gas [AVGAS]/JP-8/Jet A) for the flight to and from the open house location, rehearsals and actual performances may be provided at Government expense pursuant to the appropriated funds contract. In lieu of a direct monetary conditional gift to the Air Force, a non-Federal entity or individual may sponsor a warbird’s appearance at the open house. The non-Federal entity or individual contracts directly with the warbird owner/operator and then donates the performance to the Air Force as a form of sponsorship. Use of commercial sponsorship for vintage military aircraft aerial performance or display requires HAF/A1S approval (see paragraph 5.5.). Appropriate signage may indicate that such aerial acts are provided by a non-Federal sponsor.

**6.4. Funding Civilian Aerial Performance or Display (Non-warbird).** Appropriated funds are not authorized to fund any costs incurred by crews or the aircraft of civilian aerial performance individuals or teams. All costs, including lodging, meals, transportation, may be funded with non-Federal / private funds either donated or provided through the non-appropriated fund commercial sponsorship program for civilian aerial demonstrations at the open house involved. Use of commercial sponsorship for civilian aerial performance or display requires

HAF/A1S approval (see paragraph 5.5). Appropriate signage may indicate that such aerial acts are provided by a non-Federal sponsor. In the case of conditional donations to the Air Force to fund such aerial acts, process in accordance with AFI 34-201, Use of *Nonappropriated Funds* and accepted by the proper approval authority based on the value of the donation. Pursuant to a non-appropriated fund contract, the Government may provide fuel for the flight to and from the open house location, rehearsals and actual performances. Absent a Government contract, the installation may authorize defense working capital fund fuel cash sales for aircraft, vehicles, and equipment that are on display and/or perform at an open house pursuant to Defense Logistics Agency Energy policy guidance. Vehicles and equipment other than those actually on display or directly involved in the open house performance may not purchase defense working capital fund fuel.

**6.5. Ground Displays.** Ground displays (including military aircraft and equipment, civilian aircraft, and other displays) may be permitted in accordance with paragraph 1.6. Military aircraft and other military equipment ground static and mobile displays and warbirds are funded with appropriated funds. Civilian aircraft and other non-military ground displays may be funded through non-appropriated funds derived through commercial sponsorship of that particular event, or given as gifts to the Air Force. Displays, other than aircraft or military equipment, may be funded through appropriated funds, non-appropriated fund commercial sponsorship program or non-Federal sources, depending on the purpose of and authority for the particular display.

**6.6. Facilities and Accommodations.** Essential elements of expense for open house facilities and accommodations are those expenses that would be incurred if there were no Force Support Squadron morale, welfare, and recreation participation. Essential accommodations and facilities such as sanitation (trash containers, refuse collection, portable restrooms), health, safety, security (phones, radios), power outlets, professional public address systems and announcer, and general comfort of the public are funded with appropriated funds only. Additional sanitation requirements necessitated by the sale of concessions may be paid for with non-appropriated funds. Other elements of general expense may be funded by appropriated funds, non-appropriated funds, or private funds depending on the part of the open house being supported -- tents/booths (see paragraph 1.13.), tables/chairs, bleachers, golf carts, portable rest rooms, generators, lighting, stage, public address system (other than the main system required for general safety and security). See [Attachment 4](#), *Funding Source Guide matrix*.

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

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

open house. Non-appropriated funds may be used for advertising morale, welfare, and recreation programs and events. Installation public affairs offices should monitor non-Air Force advertising of open houses for accuracy.

**6.8.1. Programs.** The installation should provide a free schedule of the day's events, readily available to attendees; costs are funded with appropriated funds. In addition, the Force Support Squadron may develop a souvenir program, to be sold or distributed, that covers all elements of the open house (see paragraph [5.4.](#)). This may be done directly or through a concessionaire contract. It may include commercial sponsor and advertising recognition for those who directly or indirectly (contributor recognition is limited to purchased advertising) provide funds, goods or services in support of the open house. Determine whether the base newspaper contractor has the rights to such publications and the nature of the program contemplated by the newspaper contractor. If the base newspaper has the rights to a free open house program as part of the base newspaper contract and plans to produce a souvenir program, the Force Support Squadron may produce a souvenir program for sale only with the contractor's consent (see AFI 34-108, *Commercial Sponsorship and Sale of Advertising*).

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

**6.10. Concessions.** The sale of food, beverages (including alcoholic beverages) and souvenirs or other amenities such as chairs or shaded viewing areas is restricted to the Force Support Squadron. Procurement is with non-appropriated funds, including non-appropriated funds resulting from commercial sponsorship, and the receipts are accounted for in the non-appropriated fund system. Any Non-Federal entities providing static displays, including warbirds, may accept donations, but they may only sell souvenirs (that do not compete with Base Exchange items) pursuant to a Force Support Squadron concessions contract. Likewise, installation-recognized Private Organizations may set up information booths, but the sale of souvenirs should be pursuant to a Force Support Squadron concessions contract. Only the Force Support Squadron or authorized concessionaires may sell commercial products and services. The display, promotion, or advertisement of commercial products and services is reviewed by base legal and approved by the installation commander.

**6.11. Commander's Hospitality Tent.** A commander's hospitality tent, as well as civic and social events occurring at the time of the open house, are considered protocol activities and may be supported by Official Representation Funds if they comply with AFI 65-603. Admission to the commander's hospitality tent as a "reward" to attract or encourage sponsorship or donations is prohibited. The commander's hospitality tent is not to be sponsored and there are to be no sponsor or supporter signs in the area (in accordance with paragraph [1.13.5.](#) and paragraph [1.13.6.](#)). Concessionaires may not provide a commander's hospitality tent (or similar appropriated funds related support) in conjunction with receiving a non-appropriated fund contract. Donors of conditional gifts (including in-kind gifts) used in support of the Commander's Hospitality Tent will only receive recognition, common to all other donors, per paragraphs [1.8.1.](#) and [1.13.3.](#) While the installation commander and other dignitaries are permitted to visit with commercial sponsor representatives, a visit cannot be guaranteed and included as a "benefit" in the commercial sponsorship agreement.

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



## Chapter 7

### LEGAL GUIDANCE

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

#### **7.2. Command authority during an Open House.**

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

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

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

7.2.4. Installation officials should anticipate that demonstrations, dissident activities, political speeches, and other unauthorized or disruptive behavior may occur during the open house. Security Forces should refer to AFMAN 31-201, Vol 4, *High Risk Response*, for further instructions. Both the legal coordinator and Security Forces coordinator should develop an operations plan to respond to and control persons who seek to disrupt the event, damage government property, or harm event participants. Planning involves coordination with local law enforcement personnel, as well as with the appropriate United States Attorney and district attorney's office, or foreign equivalent if overseas.



### 7.3. Standards of Conduct Considerations.

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

7.3.2. **DoD 5500.07-R, *Joint Ethics Regulation (JER)*** , is the DoD's regulation on standards of conduct. It incorporates the Office of Government Ethics rules into DoD policy and supplements them with rules unique to DoD personnel.

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

7.3.2.2. For agency conduct, all of the DoD and Air Force publications listed in **Attachment 1** impact Air Force activities in holding an open house. The publications that deal most directly with community relations are DoDD 5410.18, DoDI 5410.19, and AFI 35-105.

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

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

7.3.3. **10 USC § 2783(b)** provides that violations of policy for the management and use of non-appropriated funds (including those derived from commercial sponsorship) carry the same penalties as similar transgressions involving the misuse of appropriated funds. Violations by personnel subject to the Uniform Code of Military Justice are punishable under the Uniform Code of Military Justice.

### 7.4. Key Ethics Considerations.

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

7.4.2.1. The term "non-Federal entity" includes: charities; non-profit organizations; installation-recognized Private Organizations; professional associations; commercial endeavors; foreign governments; contractors; and non-government individuals.

7.4.2.2. To "endorse" means to promote or convey the impression of Federal approval of a non-Federal entity's mission, personnel, products or services. This means personnel cannot use their official office, title or position to suggest Air Force support of a private entity. Personnel are also prohibited from personally endorsing any non-Federal entity if their actions are connected to their official position in any way.

**7.4.3. Preferential Treatment.** DoD personnel shall act impartially and not give preferential treatment to any non-Federal entity or individual (**T-0**).

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

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

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

7.4.4.1. While there are certain exceptions to this rule (e.g. the Force Support Squadron morale, welfare, and recreation commercial sponsorship program), avoid any arrangement that appears to be a quid pro quo arrangement without the advice of a judge advocate or contracting officer.

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

**7.4.5. Fundraising.** Private Organizations may only engage in fundraising pursuant to AFI 34-223 and AFI 36-3101. When deciding whether to approve a Private Organization fundraiser, the installation should consider the fundraising proposal's relation to the overall open house and the impact on non-appropriated fund sales or concessions. While Private Organizations may apply for a concessionaire's license to sell goods at an Air Force Open House (and may make a profit from such activities), an Open House should not be viewed as a fundraising-intensive event by the installations' Private Organizations. The installation commander may decide that souvenir sales by a Private Organization at an Open House do not count against an organization's limit on occasional fundraising per AFI 34-223.

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

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

7.4.5.1.1.1. The term “active participant” includes service as an official of the organization, such as a committee chairperson or organization spokesman. It also includes significant time devoted to promoting specific programs, including fundraising efforts. Thus, an Air Force official who takes an active role in a base-affiliated private organization cannot make a decision in an official capacity that will directly affect the private organization’s financial status. Acting in both capacities (official and personal) violates the conflict of interest rules.

## 7.5. Gifts to the Air Force.

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

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

7.5.2.1. For gifts offered directly to the specific non-appropriated fund instrumentality, rather than the Air Force, see AFI 34-201, *Use of Nonappropriated Funds (NAFs)*.

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

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

7.5.2.4. For gifts to individuals, see 5 CFR 2635 Subpart B.

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

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

7.5.4. In order to protect both the Air Force and the donor, process all gifts (regardless of value) in accordance with AFI 51-601 (or AFI 34-201 for gifts to an AF non-appropriated fund instrumentality). Staff the gift acceptance package according to those instructions

(depending on the type and value of the gift) and send a written acceptance or rejection letter to the donor. Where gift acceptance requires staffing to a higher authority, ensure ample time is allowed for processing and avoid as much as possible the need for last-minute approvals. Installation legal staffs should be kept up to date on anticipated gifts so that they can in turn advise higher-level gift acceptance authorities so that potential issues are identified and addressed well in advance.

**7.5.5. Soliciting Gifts.** DoD 7000.14-R, Vol. 12, Ch. 30, 300502 directs that DoD personnel shall not solicit, fundraise for, or otherwise request or encourage the offer of a gift to DoD and that acceptance authorities shall not accept gifts offered contrary to this policy. However, once an offer has been initiated by a non-Federal entity, AF personnel may follow up with specific guidance and information, to include installation needs (**T-0**).

**7.6. Voluntary and Gratuitous Services.** Voluntary services are accepted by the installation commander or designee on behalf of the Air Force, where authorized by law (see 31 USC 1342). The Air Force may accept gratuitous services pursuant to an advance written agreement whereby the service provider waives all claim for compensation from the government. A volunteer may not be used to fill a vacant, paid civilian position. OpJAGAF 1991/6, 1986/62. DoDI 1100.21, *Voluntary Services in the Department of Defense*, provides additional guidance for voluntary services accepted pursuant to 10 USC § 1588. While that statute is not the exclusive authority for accepting gratuitous services (see OpJAGAF 1987/7), it provides Federal Employees Compensation Act and tort liability coverage for volunteers providing services listed in 10 USC § 1588(a). Some services at an open house may fall into the statutory category of “services to members of the armed forces and the families of such members.” Volunteer services to benefit the installation’s MWR Program is one such category. The DoDI directs use of DD Form 2793, *Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities*. Airman and Family Readiness Centers generally manage volunteers for Air Force units (see AFI 36-3009, *Airman and Family Readiness Centers*, paragraph 3.6.).

**7.7. Relationship between Gifts of Services and Contracts/Commercial Sponsorships.** Since the Air Force has no general statutory authority to accept gifts of services, pursuant to 10 U.S.C. § 2601(a), many such instances where a non-Federal entity assumes the responsibility for payment of specified aspects of the open house are considered, from a legal standpoint, to be commercial sponsorships (for MWR elements of the event) or limited types of co-sponsorship (for appropriated fund elements). These latter co-sponsorships must be memorialized in an agreement between the parties that establishes mutual roles, responsibilities and liabilities. Depending on the circumstances, such an agreement could be characterized as a Community Sponsorship Agreement (pursuant to 10 U.S.C. § 2679 when offered by a State or local government), an Air Force Outgrant (lease or license) (pursuant to AFI 32-9003, *Granting Temporary Use of Air Force Real Property*) when those non-Federal aspects of the air show can be collectively located in discernible areas of the installation, or at a minimum, in a Memorandum of Agreement Upon the Acceptance of a Gift to the Air Force. Regardless of the specific title of this agreement, appropriate signage should put the public on notice that a non-Air Force entity is responsible for the selection and vetting of specified proffered vendors, products and services (**T-0**).

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

**7.9. Indemnification, Liability and Insurance.**

7.9.1. Under an indemnification agreement, one party promises, in effect, to cover another party's losses or liability. Contracts or other agreements for indemnification without limit may not be entered into, due to their violating the Antideficiency Act., 31 USC § 1341.

7.9.2. Private organizations, contractors and other non-Federal entities are not entitled to sovereign immunity defense by the Department of Justice or similar legal protections accorded to the Air Force or to non-appropriated fund instrumentalities.

7.9.3. The Air Force requires that any civil air performer landing at or taking off from an installation airfield provides a hold harmless agreement (DD Form 2402) and a certificate of insurance (DD Form 2400) prior to issuing a landing permit (see AFI 10-1001).

## Chapter 8

### CONTRACTING

**8.1. General.** Identification of purchase requirements early in the planning for the open house is critical to success. Assign an experienced contracting officer to the open house staff to provide business advice, help with the development of requirements, and ensure compliance with acquisition regulations and laws.

#### **8.2. Local Purchase Support for Open Houses.**

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

8.2.2. Vendors / performers should not be paid in advance of services performed, although a reasonable deposit may be made to contract performers (refer to FAR 32.2). The performer may have the right to a settlement if an open house is cancelled and a contract to perform is terminated.

8.2.2.1. The open house director and staff should consult with FM and the Force Support Squadron on which requirements should be procured with appropriated funds and which with non-appropriated funds, see the Funding Source Guide at [Attachment 4](#). All purchases made with the government purchase card will comply with AFI 64-117, *Air Force Government-Wide Purchase Card Program* and AFI 34-275, *Nonappropriated Fund Government Purchase Card Program*. Consult with the base government purchase card program manager for advice on proper use of the government purchase card (**T-1**).

8.2.3. Both appropriated funds and non-appropriated funds contracts may include Government consideration other than money payments; in-kind consideration may result in a lower overall cost to the Government. Examples include arranging for food, fuel, use of on-base lodging, or use of Government space or equipment. Such consideration does not need to be directly related to the goods or services being provided to the Government. If alternative forms of consideration are used in non-appropriated fund contracts, the contract should stipulate that there is a dollar value associated with the exchange. State the amount in the payment terms of the contract and the Contracting Officer determines if the consideration is fair and reasonable and documents the file accordingly.

8.2.3.1. Use of Government property (including both real property and personal property such as a tent) in appropriated funds contracts is covered by FAR Part 45 (non-appropriated fund contracts are not governed by the Federal Acquisition Regulation). The contracting officer's determination concerning the factors in paragraph [8.2.3.2](#) should consider whether providing Government property is the only way to meet

Government requirements within the limits of available funding. Planners should consult with JA and FM representatives to ensure compliance with applicable contracting, ethics, and fiscal laws and regulations when acquiring goods or services with in-kind contractual consideration.

8.2.3.2. FAR 45.102(b) allows contracting officers to provide property to contractors only when it is clearly demonstrated: (1) To be in the Government's best interest; (2) That the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal; (3) That providing the property does not substantially increase the Government's assumption of risk; and (4) That Government requirements cannot otherwise be met.

8.2.3.3. For example, in a non-appropriated fund contract, Government consideration for a civilian aerial demonstration could include a reserved tent space for the contractor and an exception from an otherwise exclusive food concession to allow the contractor to bring catered food into the tent space (see paragraph [1.13.8](#)). Any contractor signage in tent space is for internal viewing and not visible to the general public. Display of products or services are prohibited.

8.2.4. Because a variety of unique aerial demonstrations, ground displays and Force Support Squadron entertainment events could be appropriate for an open house, consider making a public solicitation via a Request for Proposal to identify a variety of choices.

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

#### **8.4. Key Fiscal Considerations.**

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

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

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

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

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

8.4.2.4. Accepting voluntary services except as specified (see paragraph [7.6](#)).

## Chapter 9

### SAFETY

**9.1. Introduction.** Safety is a prime consideration at all times during all phases of open house planning and execution. The base safety staff should continually coordinate with the open house staff during the planning and execution of the open house to ensure all safety criteria and concerns are met and addressed. The safety staff, alone, cannot identify every safety concern or ensure all guidelines are followed. Risk management facilitators from every functional area help identify any hazards, and assist in mitigating unnecessary risks via a risk management assessment (see AFPD 90-8, and AFI 90-802, *Risk Management*). Planners will use the deliberative 5-step risk assessment model and document the results for Installation Commander approval. Ensure the open house director and safety staff are notified of any unresolved safety issues/questions as well as all mishaps that involve injuries or property damage before, during, and after the open house. Every functional area should assist in compiling the after action report to identify lessons learned and any safety concerns.

**9.2. References.** There are many regulations and publications that address safety considerations during open houses. **Table 9.1** provides a general listing of regulations/publications that address safety related procedures or safety concerns at open houses. All applicable regulations should be reviewed to ensure the appropriate safety precautions and stipulations are followed. The guidance contained in the listed regulations is not a replacement for common sense; the guidance dictates that certain steps or procedures are followed, but it cannot encompass every eventuality. Activities or procedures not addressed by published guidance should be reviewed with safety in mind, and appropriate caution and sound judgment should be exercised. See **Attachment 2**, section A2, Planning, Air Show General Safety Requirements, for additional considerations (i.e. no helium balloons, small unmanned aerial systems (UAS), etc.).

### **9.3. General Responsibilities for all Involved Agencies.**

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

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

**9.3.1.2. Make risk decisions at the appropriate level.** Making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of the mission should be included in the risk decision process. The Installation Commander is the risk acceptance authority for open house events.



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

9.3.1.4. **Apply the process cyclically and continuously.** RM is a continuous process applied across the full spectrum of military training and operations, base operations functions, and day-to-day activities and events both on- and off-duty. It is a cyclic process that is used to continuously identify and assess hazards, develop and implement controls, evaluate outcomes and provide feedback to our Airmen to save lives and preserve combat resources.

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

9.4.1. **Traffic Engineer.** Normally responsible for on and off-base traffic plans, visitor-parking plan, open house worker parking, crowd control, pedestrian routes, emergency vehicle parking and routes, vehicle and golf cart use on aircraft ramp and open house area.

9.4.1.1. Ensure planned re-supply routes for vendors are designed to minimize vehicle movement through crowds. Traffic and parking plans should be created in conjunction with Security Forces and the installation antiterrorism officer.

9.4.1.2. Prohibit hazards such as bicycles, skates, non-service animals, rollerblades, and skateboards in the spectator area.

9.4.2. **Contracting.**

9.4.2.1. Incorporate applicable safety requirements into work statement in open house contracts as well as analogous language in other controlling agreements such as Air Force Outgrants, Community Sponsorship Agreements and Memorandum of Agreement between the Air Force and tendering non-Federal entities in the case of proffered in-kind contracts, in coordination with the base Safety office.

9.4.2.2. Incorporate applicable federal, state and local safety requirements, laws, regulations, as well as any base requirements into work statements in contracts, in coordination with the requiring activity and the base Safety office.

9.4.2.3. Incorporate applicable local, state, etc., regulations and ordinances and existing sanitation standards into work statements in contract, in consultation with the base Civil Engineers..

9.4.2.4. Incorporate federal, state, or host nation inspection requirements into work statements in contracts for mechanical rides for kid zones in consultation with the Force Support Squadron and the base Safety office.

#### 9.4.3. **Force Support Squadron, non-Federal entities, and private organizations.**

9.4.3.1. Ensure all booth workers are trained for booth operation, including fire, safety and health issues. Ensure that booths are properly equipped and staffed. Coordinate on the plan for booth location and required equipment. Ensure cooking booths are located away from any aircraft or fuel source per AFIs and Air Force Occupational Safety and Health (AFOSH) Standards. Properly secure both booths and tents to prevent damage from high winds, or from damaging nearby aircraft or structures should they become free.

9.4.3.2. Bleacher seating should comply with US Consumer Product Safety Commission Publication #330, *Guidelines for Retrofitting Bleachers*, current Uniform Building Codes (chapter 4, Section 1008), local laws, and National Fire Protection Agency Life Codes.

9.4.3.3. Minimize tent lines / anchors intrusions into the public walkway. When anchors (spikes) intrude into the walkway, anchors and lines should be properly identified/marked to alert personnel of their presence.

9.4.3.4. If tasked to provide mechanical rides in a kid zone, ensure adequate fall zones are provided and that equipment has been properly inspected.

9.4.3.5. Pre-mix soft drink dispensing systems that contain a pressurized carbon-dioxide (CO<sup>2</sup>) gas cylinder are prohibited. Post-mix systems (Bag “N” Box) with CO<sup>2</sup> gas cylinders are authorized for use.

9.4.3.6. Ensure adequate public access to toilets for the size of the estimated number of visitors to the open house.

#### 9.4.4. **Fire Department.** The installation fire chief ensures proper type and location of firefighting equipment, emergency response vehicles and routes, fire extinguishers and fire safety requirements.

9.4.4.1. Preposition emergency vehicles at designated locations prior to flight operations. Ensure these locations are not “trapped” behind crowd control lines.

9.4.4.2. Provide a fire extinguisher to all booths that require one, and inspect any booths that are provided with electrical power.

9.4.4.3. Ensure all cooking fuel sources meet safety requirements, designated smoking areas are identified and that no smoking or open flames or sparks are allowed near any aircraft or fuel source.

9.4.4.4. Coordinate with all performers/contractors planning any explosives events/pyrotechnic displays and ensure all applicable safety, transportation, storage, and employment requirements are met.

#### 9.4.5. **Bioenvironmental Engineering.** Assist the Open House Director and staff in ensuring occupational and environmental requirements are met.

9.4.5.1. Adequacy of potable drinking water for the public and for open house workers must be considered. (Water vulnerability assessment is covered in paragraph [3.1.11.](#)) Assess risk of heat stress to open house personnel and recommend work/rest and hydration requirements as appropriate.

9.4.6. **Public Health.** Ensure food is safely prepared and food service workers are qualified and trained in accordance with the Tri-Service Food Code and AFI 48-116, *Food Safety Program*.

9.4.7. **Ground Operations Officer.** Safety of all operations and events is of utmost importance.

9.4.7.1. If public has access to aircraft hangars, remove all equipment such as maintenance stands, aerospace ground equipment, and coordinate with base fire chief to ensure hangar fire suppression systems are made safe. Lock and tag out hangar door controls as necessary.

9.4.7.2. Ensure static display aircraft comply with Technical Order (T.O.) 00-80G-1, *Make Safe Procedures for Public Static Display*, AFI 11-209, **Attachment 3**, and the appropriate aircraft AFI 11-2 series or equipment technical order.

9.4.7.3. Identify and coordinate the display/parking plan for aircraft, equipment, and vendor areas.

9.4.7.4. Ensure all command and local guidance on static displays is implemented. Ensure open house planning addresses the need to provide shelter to attendees in the event of adverse weather (e.g., lightning within 5 miles), per AFI 91-203.

9.4.7.5. Ensure safe plan for re-supply of vendor areas and safe movement of vehicles in the open house area.

9.4.7.6. Ensure drivers are properly trained according to local requirements if golf carts are used.

9.4.7.7. Ensure maintenance stands used for public access to aircraft are serviceable and properly secured.

9.4.7.8. Limit the number of people allowed on stands to avoid exceeding maximum weight limits.

9.4.8. **Emergency Operations Center (EOC) Director.** The Emergency Operations Center (EOC) Director is the Mission Support Group (MSG) Commander unless another senior representative is designated by the Installation Commander.

9.4.8.1. Ensures oversight for the Installation Commander to support and control emergency response to incidents, implements procedures outlined in the Installation Emergency Management Plan (IEMP) 10-2, and activates the EOC and required control centers at a predetermined time to support emergency operations during the open house.

9.4.8.2. Ensures emergency support function (ESF) coordinators and Emergency Operations Center representatives are on-base, in uniform and ready to react and support any and all incidents, mishaps, or emergency responses.

9.4.8.3. Ensures dedicated emergency response providers and support teams have distinguishing individual and vehicle markings to allow for movement to designated incidents, appropriate control centers, or supporting areas during emergencies.

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

9.4.10. **Vehicles Operations.** Ensure adequate vehicles are assigned and bus routes are identified. Ensure operators are properly licensed and trained. Limit or prohibit vehicles in crowd areas and along pedestrian routes. Arrange for safe vehicle refueling or electrical recharging. Seat belts are to be worn at all times if available. Vehicle occupants may not ride in areas of a vehicle without fixed seats. Commanders may approve personnel to be transported in vehicles without fixed seats for duty operations only after completion of a risk assessment in accordance with AFI 90-802 and complying with the requirements outlined in AFI 91-207, *The US Air Force Traffic Safety Program*. Transport is limited to military installations and for short distances only, provided all installed seat belts are in use. During transport, each passenger is to remain seated wholly within the body of the vehicle. The vehicle cargo area may not have open sides and no person may rest against a gate that opens. Only military, civilian employees, approved civilian contractors, and non-appropriated fund employees are allowed to operate low speed vehicles e.g., golf carts, during the open house.

9.4.11. **Fuels.** Ensure proper fuel is available for open house aircraft. When outside fuels are brought on base to support open house aircraft, take steps to ensure fuels are not dispensed to the wrong aircraft or commingled. Ensure purchased AVGAS meets quality requirements in accordance with T.O. 42B1-1-22, *Quality Control of Aviation Gasoline*. If an R-11 or drums are used as the storage / issue point, follow conversion/flushing guidance, sampling requirements for different type of receipts, and use limits are met in accordance with T.O. 42B-1-1. Fueling is not allowed in the static display area when the public is present (within 100 feet). Guidance in AFI 91-203, Chapter 36, must be followed. Ensure routes for refueling vehicles are identified (**T-1**).

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

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

9.4.14. **Explosive Ordnance Disposal (EOD).** EOD is responsible for rendering safe aircraft explosive hazards, military munitions and terrorist use of improvised explosive devices (IED). Coordinate EOD requirements with air / ground operations officers and emergency response coordinators. Air Force standards should be met when employing support; however, EOD capability is comparable regardless of branch of service. Incorporate EOD requirements into response planning and integration into the antiterrorism working group is recommended. Two major response areas to consider are aircraft mishaps and force protection requirements. The number of teams required is based on force protection and risk assessments however two teams are recommended to minimize movement through crowds, and meet response requirements. Pre-position emergency response vehicles at designated locations prior to flight operations. Do not multi-task response teams and equipment for

demonstrations or static displays. If explosives events / pyrotechnic displays are conducted by any performers, closely coordinate with the performer / contractor and the Weapons Safety office to ensure all applicable explosive safety requirements are met.

9.4.14.1. Ensure EOD coordinates with Weapons Safety on all explosives events/pyrotechnic displays.

9.4.14.1.1. If a civilian company is used for the demonstration, EOD teams familiarize themselves with the explosives used by the demonstration team the day the explosives arrive on the installation. In the event of an accident / incident, the contractor is responsible for commercial explosives they provided and are responsible for making every possible effort to remedy the situation.

9.4.14.1.2. If the contractor cannot return the area to a safe condition, the EOD team provides emergency assistance/response to render safe, handle and / or transport for disposal commercial explosives in order to save lives and / or preserve high value military resources. Report property damage and Government response costs to Contracting and Legal so that they may assess contractor responsibility for the damage or costs.

## 9.5. Flight Safety Responsibilities

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

9.5.2. The flight safety office is responsible for the careful review of the local bird conditions approaching an open house. Coordinate with the bird aircraft strike hazard team to determine requirements, techniques, and time-frames for abatement based on the open house planned activities.

### 9.5.3. Recommended Precautionary Measures.

9.5.3.1. Installations should plan and execute a major accident exercise based on an air show scenario prior to the installation's open house. This may be a tabletop or field exercise. Work with the exercise evaluation team chief in the development of this scenario. This exercise should include any off-base emergency response forces that will be participating in the open house.

9.5.3.1.1. **National Incident Management System.** The inclusion of all response personnel from military and civilian agencies will provide a unity of effort in the event of an actual incident as outlined in the Department of Homeland Security National Incident Management System. Preparedness requires a unified approach to emergency management and incident response activities. To achieve this,

components of National Incident Management System will be integrated within a jurisdiction's or organization's emergency management and incident response structure. Specifically, preparedness should be integrated into communications and information management, resource management, and command and management to form an effective system. Additionally, the unified-approach concept is at the core of the Command and Management component, as it is based on chain of command, unity of command, unity of effort, and when implemented, Unified Command (**T-0**).

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

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

9.5.4.1. Ensure all activities, structures, etc. conducted or located within the runway lateral clearances, clear zones, taxiway and apron criteria and accident potential zones are in compliance with airfield design criteria or applicable temporary waivers are approved by the installation commander. These zones may affect planned activities within 3,000 feet of the runway centerline. Ensure coordination with the airfield manager for planned use of all land around and near the runways. Planned explosives events / pyrotechnic displays are examples of one activity that may be affected by these zones.

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

## **9.6. Weapons Safety Responsibilities.**

9.6.1. Commanders perform an explosives risk assessment in accordance with AFMAN 91-201, *Explosives Safety Standards*, which includes documenting operational risk acceptance procedures as identified in AFI 90-802 for all open house operational hazards, including explosives safety.

9.6.2. Coordinate the requirements of DoD 6055.09-M, *DoD Ammunition and Explosives Safety Standards*, and AFMAN 91-201, with command and base-level safety offices for all open house events to ensure that weapons and explosives hazards are properly addressed to reduce the risk of injury or property damage to civilian and/or military resources. Contractor supported explosives operations are required to be approved in accordance with these regulations.

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

**9.7. Explosives Events/Pyrotechnical Displays During Open Houses.** If intentional detonations or pyrotechnic events are conducted during the open house, the overriding emphasis should be on the safety of all personnel, facilities, or equipment within the area surrounding the potential explosion site. Maintain a minimum separation distance of 1,250 feet or an explosives clear zone in accordance with AFMAN 91-201, whichever is greater, from the potential explosion site to spectators (the crowd line), the surrounding community, and aircraft or personnel who use the airfield after each explosives event is over. Compliance with AFMAN 91-201 and National Fire Protection Agency standards is required. When contradictory guidance exists the explosives safety standards in AFMAN 91-201 take precedence. Ensure explosive events used to support military aerial demonstrations is supervised by Air Force personnel. For additional pyrotechnical guidance, including Airborne Demonstrations, reference FAA Order 8900.1.

9.7.1. **Risk.** The desire for a crowd-pleasing show should not lead to the acceptance of undue risk. Limit the use of high explosives and pyrotechnics to the minimum required to achieve the desired effect, both in number and size of detonations. The open house safety staff should assess the risks inherent to each explosives event and ensure appropriate risk management measures are discussed with / implemented by the demonstrator / contractor. Primers that address explosive safety in more detail may be used in conjunction with AFMAN 91-201, e.g. Pyrotechnics and Special Effects for Air Shows, a publication of the International Council of Air Shows. Safety staff should comply with AFMAN 91-201 in cases where other publications are less stringent.

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

9.7.2.1. Grass fires (pre, during, and post release).

9.7.2.2. Unplanned / premature detonation during transportation, set-up, operation, and teardown.

9.7.2.3. Unauthorized personnel straying into the pyrotechnic area.

9.7.2.4. Fragments from detonator pieces, nearby rocks, sticks, wooden stakes etc. causing injury / damage to spectators, aircraft, or staff.

9.7.2.5. Air blast / pressure wave damage to structures, aircraft, or personnel.

9.7.2.6. Foreign object debris to runways/taxiways following the demonstration.

9.7.2.7. Exceeding authorized capacity of available storage facilities.

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

familiarization and standing by at a safe distance near any pyrotechnic demonstration to quickly respond to any resulting fire.

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

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

9.7.3.2.1. From a bird aircraft strike hazard perspective, pre-soaking would be preferable to pre-burning, provided it is not over-done resulting in standing water, as this would also attract birds. Field conditions, access in / around the pyrotechnic area, as well as contractor access requirements prior to the pyrotechnic expenditure may render this option impractical. Early planning and coordination with affected parties is key.

9.7.3.2.2. Pre-burning the pyrotechnic area is a viable option in many cases, but should only be pursued after careful consideration. All pre-burning will adversely affect the bird aircraft strike hazard threat at the airfield. The bird hazard greatly increases for at least 2 weeks following a burn. Plan the burn so that the increased bird aircraft strike hazard threat will diminish prior to the open house. Timing of prescribed burns is critical to the vegetative cover.

9.7.3.2.2.1. Burning during dry seasons can lead to long term damage, thereby increasing bird hazards for several successive years. Burning too early in the year when the grass has just gone dormant will leave bare and exposed soil for extended periods of time. Dormancy can begin as early as late summer in some locations. All locations, vegetation, and climates vary, so be sure to consider all implications before implementing a pre-burn plan.

9.7.3.2.2.2. Coordinate with local agricultural agencies and the base civil engineering office on the timing and effective methods for a controlled burn. The base fire chief approves any decision to burn be consistent with applicable state or local government open burn restriction in effect at the time and state open burn laws. Additionally, local laws/regulations may require the procurement of a burn permit.



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

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

**Table 9.1. Specific Safety Guidance.**

<b>Regulation/Publication</b>	<b>Examples of types of guidance provided</b>
FAA Order 8900.1 Volume 3, chapter 6 and FAA AC 91-45	Federal Aviation Administration source restrictions and guidance
NFPA 1123, <i>Code for Fireworks Display</i>	Code for fireworks displays, contract monitoring
AFI 11-202 Vol 3, <i>General Flight Rules</i>	Speed Restrictions Reckless Flying Unauthorized Flight Demonstrations Flights under alcohol or drug influence Participating in Aerial Events
AFI 11-209, <i>Air Force Aerial Events</i>	Guidelines and restrictions on aerial performances Weather, Altitude, and Airspeed minimums Spectator Area Requirements Static Display Guidelines/Procedures Required Mission Commander and/or Aerial Control Team Attachment 3: Min requirements for AC placed on static display
AFI 11-218, <i>Aircraft Operations and Movement of the Ground</i>	Minimum taxi and towing distances for USAF aircraft
<i>Aircraft Demonstration Profiles</i>	
AFI 11-246 Vol 1	A-10, F-15, F-16, F-22
AFI 11-246 Vol 2	T-6
AFI 11-246 Vol 3	CV-22
AFI 11-246 Vol 4	Not released
AFI 11-246 Vol 5	MC-130, MH-53
AFI 11-246 Vol 6	C-17, C-130, C-141, C/KC/NKC-135, UH-1
AFI 32-7063, <i>USAF Land Use Guidelines</i>	Use Of Clear Zones and Accident Potential Zones
AFH 32-7084, <i>Air Installation Compatible Use Zone Program</i>	Use of Clear Zones and Accident Potential Zones

AFI 90-802, <i>Risk Management</i>	Risk Management
AFMAN 91-201, <i>Explosives Safety Standards</i>	Commander's Risk Assessment Static or Public Display Explosive events/Fireworks Displays Smoking Handling Explosives and Movement Precautions Simulators and Smoke Producing Munitions Licensed Explosives Locations Siting a Potential Explosives Site
AFI 91-203, <i>Air Force Consolidated Occupational Safety</i>	Air Force Occupational Safety Standards
AFI 91-204, <i>Safety Investigations and Hazard Reporting</i>	All Mishap Investigation Questions and Procedures
AFI 91-207, <i>US Air Force Traffic Safety Program</i>	Air Force Occupational Safety Standards
DOD 6055.09-M, <i>DOD Ammunition and Explosives Safety Standards</i>	Explosives Site Plans
International Council of Air Shows, <i>Pyrotechnics and Special Effects for Air Shows</i>	General Pyrotechnic Guidance for Air Shows
T.O. 00-80G-1, <i>Make Safe Procedures for Public Static Display</i>	Guidelines of Static Displays
UFC 3-260-01, <i>Unified Facilities Criteria: Airfield and Heliport Planning and Design</i>	Clear Zone and Accident Potential Zone Definitions

## Chapter 10

### FORCE PROTECTION

**10.1. Overview.** Installation commanders use the contents of this chapter as a guide for planning force protection prior to and during events. The safety of Air Force personnel and the protection of Air Force aircraft and other resources is paramount. Force protection measures should always be taken into consideration, whether participating in flyovers, aerial demonstrations, aerial reviews, or conducting static displays. It is imperative all Air Force members at all levels consider the situation and potential threat to Air Force personnel, aircraft, and resources when deciding to participate in or host any military or civilian event. Refer to AFI 31-101, *Integrated Defense (ID)*, DoDI O-2000.16, Volume 1, AFI 10-245-O Supplement, *Antiterrorism (AT) Program Implementation*, and current installation plans (AT, Integrated Defense Plan [IDP], IEMP 10-2 & Medical Contingency Response Plan [MCRP]) for force protection considerations prior to planning a base open house.

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

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

**10.3.1. Intelligence Support to Anti-Terrorism and Force Protection.** Integrate and leverage base level intelligence personnel and capability to assess potential foreign based threats, terrorist tactics, techniques and procedures, and possible indications/warning of event targeting. Intelligence expertise, sources, and methods operating within Intelligence Oversight guidance should be appropriately integrated into planning.

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

10.3.3. **Civil Authorities.** Cooperation with civil authorities gives the installation a broader perspective of the community implications of conducting an open house, as well as providing additional resources to ensure a secure event. The more vantage points used, the better the installation can identify vulnerabilities. Use all assets available to assess on- and off-installation topography (helicopter views or assessments if possible). Consider use of off-base patrols in conjunction with civil authorities to identify and mitigate vulnerabilities and cover the surface-to-air missile footprint. Ensure legal coordinator is involved in jurisdictional issues and Posse Comitatus Act concerns. If an installation has a waterway as a boundary, consider establishing an exclusionary zone. Coordinate exclusionary zones with the United States Coast Guard or local marine authorities as necessary.

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

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

10.4.2. **Deter.** Make consequences clear and discourage potential threats. Part of the public affairs marketing plan should include advertising planned security measures, such as search stations for hand carried items and restrictions of large bags, coolers, prohibited items, etc. to facilitate a smoother transition onto the installation. Ensure all personnel working the event are in uniform; encourage military personnel attending the event to wear a uniform. **NOTE:** The wear of uniforms for some Security Forces personnel may detract from their assigned protection mission. The installation's Defense Force Commander may determine what Security Forces personnel will be in civilian attire.

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

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

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

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

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

10.4.8. **Deploy.** Pre-positioning of disaster response capabilities gives the installation instant response. Maintain the capability to deploy with advantage to any incident. Ensure the emergency operation center and emergency response forces are on base and able to deploy to any situation. Installations with emergency services teams and close precision engagement teams should use these capabilities for high-risk incident responses. If these teams are not available, coordinate with local authorities to use their special weapons and tactics teams under existing memorandum of agreements. Consider posting Security Forces and close precision engagement teams on rooftops and other key observation points as observers. Emergency services teams should be kept in reserve to rapidly respond to a hostile incident. These teams should be staged close enough to the event site to decrease hostile contact closure rates when employment becomes necessary.

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

10.4.10. **Mitigate.** Have evacuation plans and notifications in place to allow spectators an escape route for any emergency. Have emergency response (police, fire and medical) capabilities available for mass casualty response. Monitor wind direction during the event and provide initial and updated reports as necessary to personnel who will respond to chemical, biological, radiological, nuclear or high yield energy attack or accident. This minimizes the effect of adversary successes and takes the advantage away from those who wish to harm others.

**10.5. Antiterrorism Working Group.** The antiterrorism working group is a multi-discipline group designed to work long-term force protection related problems and solutions and make timely recommendations to the installation commander on security matters. The Installation Commander relies on the antiterrorism working group to ensure maintenance of a safe and secure environment. Further, the antiterrorism working group should meet regularly and as close as possible to the start of an event to provide information and / or make recommendations to the

installation commander concerning possible threats, adversary actions, and actions for integrated defense. In addition, the antiterrorism working group is a critical part in security policy development prior to and during events. **NOTE:** Ensure the air boss is brought into planning with the antiterrorism working group and provides names of open house participants for proper security screening.

10.5.1. **Threat Working Group.** Continuous updates from AFOSI, base level intelligence personnel, local, state, and Federal law enforcement agencies are necessary for a successful event. The Threat Working Group receives these updates and can provide the antiterrorism working group and installation commander with all intelligence data relevant to the installation and static display aircraft.

10.5.2. **AFOSI.** AFOSI should work closely with all local, State, and Federal agencies to ensure a current threat assessment is presented to the Threat Working Group. This action gives the installation continuous intelligence updates on the threat.

10.5.3. **Base Level Intelligence.** Base level intelligence personnel operating within Intelligence Oversight guidelines have the capability to assess potential foreign based threats, terrorist tactics, techniques and procedures, and possible indications/warning of event targeting. Inclusion of installation intelligence personnel can add to the commander's threat picture as a baseline and provide updates as available.

**10.6. Manpower for Force Protection Requirements.** Ensure enough manpower is available to provide a safe and secure environment during the event. Installation commanders should consider the event day(s) a normal workday for all military personnel. Installation personnel can be assigned to the integrated base security team and used as part of the force protection capability. Installation commanders should consider activating Security Forces augmentation duty program personnel to provide an additional armed presence and enhance response capabilities. The Defense Force Commander ensures personnel know what to look for and what the current threat picture is for the installation. Augmentees should be briefed en masse on what to look for, how to report suspicious personnel and activities, and the current local and national threat, as appropriate.

10.6.1. **Regular Air Force (RegAF) Military and Civilian Employees.** All RegAF military personnel and appropriately designated civilian employees should be considered part of the security and safety team. These personnel should be directed to work in accordance with the installation commander's directives. Enough RegAF military personnel should be on duty to meet all manpower and contingency requirements. Civilian employees may be used at the installation commander's discretion (in accordance with applicable regulatory guidelines) and only after ensuring they are properly trained for proposed duties. Premium pay (i.e. overtime, comp time, stand-by, and on-call payments) may be required to compensate civilian employees working beyond normal duty hours. Ensure enough personnel are available and on-duty to conduct post and meal relief for the duration of the event.

10.6.2. **Other Manning Sources.** Bring personnel assets and specialized support teams (explosive ordnance disposal, military working dog, etc.) in on a temporary duty assignment if necessary. Consider manning assistance from sister services, tenant organizations, Air National Guard, Air Force Reserve, Civil Air Patrol, and civilian police, fire, and medical personnel. For those installations providing aircraft for static display, coordinate with the

respective home station Security Forces unit to provide personnel for aircraft security, if possible.

**10.7. Installation Entry and Circulation Control Procedures.** During events, consider not opening the entire installation by creating sterile corridors and ingress/egress points, and ensure identification and proofing procedures are accomplished in accordance with AFMAN 31-113, *Installation Perimeter Access Control (FOUO)*. Maintain control of visitors and only allow them access to the areas of the installation intended for the event. Restrict visitor access to designated event areas to preclude disruption to normal day-to-day base functions. Consider using ink stamps or colored wristbands to readily identify spectators and vendors who have been screened. Channel visitors to secure areas for the event. This requires base personnel at every possible roadway or trail to ensure event visitors stay within the channel area and do not deviate from the assigned travel routes. Chase vehicles may be required at key locations throughout the installation. Public Affairs should advertise all information about parking and entrance requirements. **NOTE:** Be prepared for visitors and guests who show up early so as not to back-up installation gates and roadways or allow an unauthorized vehicle access.

#### 10.7.1. **Parking.**

10.7.1.1. **Spectator Parking.** Base personnel should direct parking. Vehicles should be channeled into the parking area(s) and parked sequentially. This will ensure all spaces are used and allow for more vehicle parking capacity. Additionally, the event plan should provide sufficient spaces for disabled parking and disabled transportation to and from the event site.

10.7.1.1.1. Consider using off-base parking areas or an isolated area away from the event site for visitors. Off-base or isolated parking minimizes installation exposure to possible explosive devices. If off-base parking is available, use buses to transport visitors from the parking area(s) to the event site. Military personnel should be on each bus as a host and to conduct security checks prior to the visitors boarding the buses. These hosts act as a first line of defense for spotting suspicious persons and can sound the alarm if necessary. Ensure weapons (guns, knives, etc.) and (if prohibited), coolers, large handbags, backpacks, etc., are not taken to the event site. If magnetometers are available, use them to screen visitors prior to allowing them on the buses. Allow spectators to place prohibited items not allowed at the event site in their vehicles. Buses should run from the parking area to the event site continuously during the entire event for the convenience of visitors. If possible, select a single gate on the installation for buses transporting visitors to and from the event.

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

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

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

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

10.7.2.1. Installation officials should anticipate that demonstrations, dissident activities, political speeches, and other unauthorized or disruptive behavior may occur during the event. The legal coordinator and Security Forces should develop an operations plan to respond to and control persons who seek to disrupt the event, damage government property, or harm event participants. Planning involves coordination with local law enforcement personnel, as well as with the appropriate United States Attorney and district attorney's office, or foreign equivalent if overseas. Any gathering (i.e. political and dissident activities, rallies, or other activities involving demonstrations or public activism), that are not permitted on the installation when it is closed to the public, should be similarly restricted during the open house. Security Forces should refer to AFMAN 31-201 Volume 4, for further instructions.

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

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

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



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

**10.9. Dignitary Support.** Designate a separate area away from other spectators for dignitaries to view the event. Use an entry control point to restrict access to the dignitary viewing area in order to detect unauthorized personnel. Have escorts, evacuation plans, travel routes, and notification procedures in place to allow an escape route during emergencies. A safe-haven should be established (on or off base as appropriate) for use if event evacuation becomes necessary. Ensure the security and safety of dignitaries while traveling on the installation. **NOTE:** Protection of High Risk Personnel is the responsibility of AFOSI.

**10.10. Emergency Response Exercises.** All emergency response actions should be planned and rehearsed prior to the event, in accordance with IEMP 10-2. The rehearsal should be conducted during a mass casualty tabletop or field exercise. Consider conducting this exercise in conjunction with local authorities.

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

**10.12. Communications.** Communications in time of emergency are essential. Proper communications can ensure a potential threat is neutralized prior to the threat affecting the event. Communications should be available and emergency response personnel should be linked to ensure proper command and control. Security Forces, AFOSI, local civil authorities, and emergency response elements should be able to talk to each other directly or through a combined command communications center. Communication systems should include all on- and off-base agencies supporting the event. If common radio channels are not available, a communications center may be required so all response efforts can be coordinated. Also, consider the use of cell phones if available. Unsecured radio and cell phone/wireless transmissions can be easily monitored and exploited; therefore encrypting security channels to mitigate exploitation of communications should be considered. If public phones are not available, consider establishing off-base telephone access at informational and assistance kiosks for attendees.

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

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

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

10.13.3. **Hand-Held Metal Detectors** . Hand-held metal detectors can be used at screening locations for checking personnel entering the event site.

10.13.4. **ION Scanners.** Portable ION scanners operate on batteries. They may be used to check purses, diaper bags, etc. for explosive material prior to allowing entry to the event site.

## Chapter 11

### PUBLIC AFFAIRS SUPPORT

**11.1. Overview.** The Air Force shall conduct comprehensive, active communications programs at all levels of command—in garrison and while deployed—to provide Airmen and their families, Congress and the American public timely, factual and accurate Department of Defense and Air Force information that contributes to awareness and understanding of the Air Force mission. The Air Force hosts open houses to enhance the public awareness of Air Force preparedness, to demonstrate modern weapon systems and capabilities, to promote positive community and international relations, to showcase our Airmen and to support Air Force recruiting and retention. Opening Air Force bases to the public provides opportunities for education and generates interest in the military and its role in national security. The public affairs checklist [Attachment 2](#) A2.4. provides additional guidance on public affairs activities at an open house.

**11.2. Military Demonstration Teams.** Submit requests for the Thunderbirds and the Blue Angels prior to the beginning of the 12-15 month open house planning cycle. It is normally a public affairs responsibility to submit the requests. In order to be eligible for one of the military demonstration teams, installations should submit a completed DD Form 2535 to the appropriate office before the appropriate submission deadline. A copy of the DD Form 2535 should be submitted to each military service the installation is interested in hosting. Each branch of the military has specific requirements for support, and as such, requests are not automatically shared between the branches. **NOTE:** When the DD Form 2535 is submitted to the Federal Aviation Administration, the flight standards district office requires an aerobatic box diagram to accompany the request. If one has been appointed for an upcoming event, coordinate with open house director to obtain the diagram. If a director hasn't been appointed, coordinate with the previous show's director, or with the Operations Group if the previous director isn't available.

**11.2.1. Request Timelines.** See page 4 of the DD Form 2535 for current submission instructions.

**11.2.1.1. US Air Force.** All requests for Air Force aircraft, including demonstration teams, and static displays, are made through the Air Force Aerial Event website at [www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil). See the site and the current year's Aerial Events Message for the most up-to-date submission requirements.

**11.2.1.1.1. Thunderbirds.** Submissions for the Air Force Thunderbirds are submitted through the MAJCOM/PA Community Relations section to SAF/PAY no later than July 1 two years prior to the requested show year.

**11.2.1.1.2. USAF Heritage Flight/ACC Single Ship Demonstration Teams.** Submissions for the USAF Heritage Flight/ACC Single Ship Demonstration Teams can be submitted (no later than July 1 one year prior to the requested show year) through the Aerial Events Website (<https://www.airshows.pa.hq.af.mil>) and should be coordinated directly through ACC/A3TA ([acc.a3ta@us.af.mil](mailto:acc.a3ta@us.af.mil)). Events that received SAF/PA approval in the previous year when requesting Thunderbirds support will automatically be considered for Single Ship support and do not need to resubmit.

11.2.1.1.3. **US Air Force Academy Wings of Blue.** See paragraph 4.3.2. To be considered for Wings of Blue participation, provide the approved Aerial Event System request number to the 306th Flying Training Group at USAF Academy at least 60 days prior to the open house. For more information, contact Wings of Blue at 719-333-1211.

11.2.1.2. **US Navy.** For more information about requesting USN aerial support, visit <http://www.outreach.navy.mil/Aviation1/>.

11.2.1.2.1. **Blue Angels.** Submissions for the USN Blue Angels is submitted through the MAJCOM/PA Community Relations section to Naval Community Outreach no later than July 1 two years prior to the requested show year. Shows that had requested Blue Angels support in the previous year will automatically be considered and do not need to resubmit their request.

11.2.1.2.2. **F/A-18 Single Ship Demonstration Team.** Submissions for the Single Ship Demonstration team are submitted through the MAJCOM/PA Community Relations section to Naval Community Outreach no later than July 1 one year prior to the requested show year.

11.2.1.3. **Royal Canadian Air Forces (RCAF) Snowbirds.** Requests for the Canadian Snowbirds is submitted to the team no later than Sept 1 the year prior to the show year requested. Do not submit DD Form 2535s to request the Snowbirds. Request forms and submission instructions can be found on the RCAF Snowbirds website at <http://www.rcf-arc.forces.gc.ca/en/snowbirds/booking.page>.

11.2.2. **Cancellations.** An installation canceling a performance by a demonstration team, particularly the Thunderbirds, Blue Angels, or Snowbirds, should immediately send a message listing the date the performance was scheduled, place, reason for cancellation, and person canceling performance (with phone number and affiliation, if possible, for civilian site) to the location dictated by the demonstration team's support manual. The cancellation notice should be routed through public affairs channels to the appropriate headquarters with the following as information addressees: SAF/PAY, HAF/A3O, ACC/PA and ACC/A3.

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

11.3.1. **Distinguished Visitors.** Although protocol usually is the lead agency in planning key distinguished visitor receptions and arrangements for the commander's viewing area during the show, however it is important to ensure public affairs remains actively engaged. At many locations, the local Chamber of Commerce military affairs committee, or other community groups may be interested in sponsoring a reception for key event performers and

other invited guests. When this happens, public affairs should coordinate military support and participation in that distinguished visitor event.

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

**11.3.3. Sponsor Appreciation.** Once an open house is over, it's important to the base relationship with the local community to thank any community partners that provided support / donations to help pay for the open house. Coordinate with the open house director and legal to ensure appropriate tokens of appreciation are presented in a timely manner. Examples include a thank you letter from the installation commander, framed open house advertisement posters, signed demonstration team posters, etc.

**11.4. Media Relations/Media Operations.** An open house gives the Air Force an opportunity to make a favorable impression on the thousands of people who attend. Engaging the local media, provides an opportunity to extend that reach to a larger audience to learn about the Air Force through newspapers, magazines, internet, radio and television. Public affairs should devise a marketing strategy and publicize the event through all available media. Publicity opportunities can also include interaction with the local Chamber of Commerce, tourism board, and industry forums in the region.

**11.4.1. Media Access.** While the open house is open to the public, members of the media should be credentialed and provided access badges. There should also be a centrally located media center, media risers / lifts, special parking and / or options for loading / unloading of equipment. Public affairs should also consider securing transportation around the flight line or base to facilitate interviews and stories. Ensure a suitable number of public affairs representatives are available to work with the media, facilitate interviews, and answer questions.

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

**11.4.1.2. Aircraft specific security requirements.** Ensure any aircraft specific photography / videography restrictions are followed. Contact the aircraft's home station and / or speak with the Aircraft Commander to obtain information about what views on the aircraft cannot be filmed. Ensure this information is shared with media escorts and military public affairs personnel documenting the open house.

**11.5. Command Information.** The base residents and work force should be kept informed of open house activities and plans. Use all available information avenues to include but not limited to, the installation's public Web and social media sites, e-mail, base newspaper, marquees, and commander's access channel to ensure personnel are kept aware of road closures, security concerns, schedule changes and other open house information.

11.5.1. **OPSEC.** Due to the large number of non-organic aircraft usually present at open houses, public affairs should take extra steps to ensure sensitive / classified information isn't released. See paragraph [11.4.1.2](#).

11.5.2. **Inserts and Programs.** Public affairs coordinators should review the base newspaper contract and/or memorandum of agreements, if applicable prior to the open house to determine if the publisher has a contract to produce an event insert prior to the event. If the publisher has a contract for the insert, it is unlikely the base will be able to produce an independent souvenir program. However, if the publisher does not have the insert in the contract (preferred), programs may be published in-house, or contracted to an independent printer. The Force Support Squadron may choose to develop a souvenir program to be sold that contains all elements of the open house. See paragraph [5.4](#). and paragraph [6.8.1](#).

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

11.5.3.1. Commercially produced websites include the statement "No Federal endorsement of advertisers / sponsors is intended or implied."

**11.6. Recruiting Involvement.** Personnel from the local recruiting squadron should be present at the open house to capitalize on the gathering of so many people with positive attitudes towards the military. Recruiting normally has interesting displays, simulators, etc., to inform the public about Air Force life. Air Force Recruiting squadrons and displays should always be set up next to the Air Force demonstration team displays to capitalize on foot traffic to that area. Contact information for recruiting organizations is in [Attachment 5](#).

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

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

DD Form 2400, *Civil Aircraft Certificate of Insurance*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2402, *Civil Aircraft Hold Harmless Agreement*

DD Form 2535, *Request for Military Aerial Support*

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

AF Form 847, *Recommendation for Change of Publication*

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

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

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

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

Title 5, Code of Federal Regulations, Administrative Personnel, Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*

Title 14, Code of Federal Regulations, *Aeronautics and Space*

General Operating and Flight Rules, and Part 105, *Parachute Operations*

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

Title 5, United States Code, Section 5542

Title 10 United States Code Sections 1588, 2601 and 2783

Title 29, United States Code

Title 18 United States Code Section 1385

Title 31 United States Code Sections 1341, 1342, and 1353

Greer v. Spock, 424 U.S. 828 (1976)

Persons for Free Speech at SAC v. United States Air Force, 675 F2d 1010 (8th Cir 1982), cert. denied, 549 U.S. 1092 (1982)

Shopco Distribution Co. v. Commanding General, Camp Lejeune, 885 F2d 167 (4th Cir 1989)

U.S. v. Gourley, 502 F2d 785 (10th Cir 1974)

Federal Acquisition Regulation Subpart 4.11 - *System for Award Management*

Federal Acquisition Regulation Subpart 3.6, *Contracts with Government Employees or Organizations*

Federal Acquisition Regulation Subpart 32.4, *Advance Payment for Non-Commercial Items*

Federal Acquisition Regulation Subpart 45, *Government Property*

DoDI 1015.10, *Morale, Welfare, and Recreation (MWR) Programs*, 06 July 2009, Incorporating Change 1, 6 May, 2011

DoDI 1100.21, *Voluntary Services in the Department of Defense*, 11 March 2002, Incorporating Change 1, December 26, 2002

DoDI 1325.6, *Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces*, 27 November 2009, incorporating Change 1, 22 February 22, 2012

DoDI O-2000.16, Volume 1, AFI 10-245-O Supplement, *Antiterrorism (AT) Program Implementation*, 18 July 2017

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016, Change 1 Effective 31 March 2016

DoDD 5410.18, *Public Affairs Community Relations Policy*, 20 November 2001

DoDI 5410.19, *Public Affairs Community Relations Policy Implementation*, 13 November 2001

DoD 5500.07-R, *Joint Ethics Regulation*, 1 August 1993, Incorporating Change 7, 17 November 2011

DoD 6055.09-M, *DoD Ammunition and Explosives Safety Standards*

DoDI 6055.17, *DoD Emergency Management (EM) Program*

DoD 7000.14-R, *DoD Financial Management Regulation*, Dates Vary

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 34-101, *Air Force Morale Welfare, and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013

AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 12 October 2011

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

AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, 17 June 2002

AFI 34-208, *Nonappropriated Fund Property and Liability Program*, 11 May 2011

AFI 34-219, *Alcoholic Beverage Program*, 30 September 2016

AFI 34-223, *The Private Organization Program*, 08 March 2007

AFI 34-275, *Nonappropriated Fund Government Purchase Card Program*, 23 Jun 2011

AFPD 35-1, *Public Affairs Management*, 28 September 2012

AFI 35-105, *Community Engagement*, 23 June 2017

AFI 35-113, *Internal Information*, 11 March 2010

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011  
Incorporating through Change 4, 28 May 2015

AFI 36-802, *Pay Setting*, 26, Apr 2017



AFI 36-3009, *Airman and Family Readiness Centers*, 07 May 2013

AFI 36-3101, *Fundraising within the Air Force*, 12 July 2002

AFI 48-116, *Food Safety Program*, 19 August 2014

AFI 51-503, *Aerospace and Ground Accident Investigations*, 14 April 2015

AFI 51-601, *Gifts to the Department of the Air Force*, 26 November 2003

AFI 51-901, *Gifts From Foreign Governments*, 19 December 2016

AFI 51-903, *Dissident and Protest Activities*, 30 July 2015

AFI 52-101, *Planning and Organizing*, 05 December 2013

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 08 November 2016

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AFI 65-603, *Official Representation Funds*, 24 August 2011

AFPD 90-8, *Environment, Safety & Occupational Health Management*, 14 March 2017

AFI 90-802, *Risk Management*, 11 February 2013

AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFI 91-204, *Safety Investigations and Hazard Reporting*, 02 February 2014

AFI 91-207, *The US Air Force Traffic Safety Program*, 16 February 2017

ACCI 11-401, *Operational Procedures--Thunderbirds*, 09 May 2016

T.O. 00-80G-1, *Make Safe Procedures for Public Static Display*, 15 April 2016

T.O. 42B1-1-22, *Quality Control of Aviation Gasoline*, 23 Jul 2012

OpJAGAF 1986/62, 1987/7, 1991/6, 1993/21

FAA Order 8900.1, *Flight Standards Information System*, through Change 554, 11 October 2017

FAA Advisory Circular 91-45C, *Waivers: Aerial Events*, 1 February 1990

International Council of Air Show, Inc., *Air Show Manual*

International Council of Air Show, Inc., *Pyrotechnics and Special Effects for Air Shows*, December 1998

UFC 3-260-01, *United Facilities Criteria: Airfield and Heliport Planning and Design*, 11 November 2008

US Consumer Product Safety Commission Publication Number 330, *Guidelines for Retrofitting Bleachers*

Uniform Building Codes, Chapter 4, Section 1008

Defense Logistics Agency Energy P-6, *Authorized Customers and Cash Sales*, 10 June 2014

### *Adopted Forms*

AF Form 847, Recommendation for Change of Publication

AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval

### *Terms*

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

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

**Approach** —quick-stop landing, hovering, fire suppression, and personnel alternate insertion/extraction. Aerial demonstration is synonymous with the phrases aerial demo, aircraft demonstration, aircraft capabilities demonstration, and aircraft capabilities exercise.

**Aerial Demonstration Team**—An officially designated DoD demonstration team such as the USAF Thunderbirds, US Navy Blue Angels, and US Army Golden Knights, etc. This term can be applied to USAF vintage aircraft (Air Force Heritage Flight Program) and Air Combat Command single-ship demonstration teams.

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

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

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

**Aerobatic Box**—The airspace within the demonstration area and flying display area at an air show where participating aircraft are authorized to perform aerobatic maneuvers appropriate to their category.

**Aircraft Demonstration**—See Aerial Demonstration.

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

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

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

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

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

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

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

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

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

**Co-Sponsored Event**—A DoD Component command or organization is a co-sponsor of an event when that DoD Component command or organization is one of the organizations that develops the substantive aspects of the event or provides substantial logistical support for the event.

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

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

dropped in low-velocity situations. Container delivery system airdrop is initiated by gravity extraction.

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

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

**Crowd Line**—A physical barrier or a line marked on the surface of the ground or water that serves as a restraining line for designated spectator areas and provides the appropriate safety distances from the aerobatic box and / or show line for an aviation event.

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

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

**Donations**—Monetary donation given to the Air Force and processed in accordance with AFI 51-601 or AFI 34-201 to the non-appropriated fund instrumentality.

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

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

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

**Flyover**—A subset of aviation support, is a straight and level flight limited to one pass by a single military aircraft, or by a single formation of four or fewer military aircraft of the same type from the same military service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations; however, bank angles of up to 75 degrees and pitch angles of up to 60 degrees are permissible and may be used if required to improve the spectator visibility of the aircraft.

**Flight Standards District Office (FSDO)**—Regional Federal Aviation Administration office.

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

**Gift**—A contribution, donation, bequest, or devise of real property, tangible, or intangible personal property.

**In—Kind Contracts** – a contract that is negotiated and approved, without AF oversight, and the services of the vendor then offered to the Open House to provide a non-mission critical element of the event.

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

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

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

**Inspector-in-Charge (IIC)**—The Federal Aviation Administration inspector-in-charge is the aviation safety inspector.

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

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

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

1. Install (pins or locks).
2. Disconnect (hoses, linkages, or batteries)
3. Bleed (accumulators, reservoirs).
4. Remove explosive devices (initiators, fuses, or detonators).
5. Intervene (welding or lock-wiring).

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

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

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

**Potential Explosion Site**—The location of a quantity of AE that will create a blast, fragment, thermal, or debris hazard in the event of an accidental explosion of its contents. See AFMAN 91-201 for additional information regarding potential explosion sites.

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

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

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

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

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

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

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

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

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

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

## Attachment 2

## PLANNING CHECKLISTS

**A2.1.** The following checklists are intended to support the overall planning of the event, however, they may not include every action to be considered by the open house staff.

**Table A2.1. General Planning.**

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

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



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

Determine early whether dealers will shuttle vehicles to the open houses' distribution point or whether a volunteer pick-up and return brigade is necessary. Organize accordingly, ensuring that volunteer drivers meet State licensing law and dealer's driver age requirements; and that shuttle transportation is arranged.		
Establish a central distribution center with trained personnel to issue vehicles and brief drivers.		
Prepare vehicle allocation schedule.		
<b>Consideration</b>	<b>OPR</b>	<b>Complete</b>
Arrange and determine funding source (see <b>Attachment 4</b> Funding Matrix) for refueling of rental vehicles. Explain specific procedures to each recipient.		
Brief each driver of his/her responsibility to return the vehicle and keys at a specified time to a specified location, and to maintain it in good condition. Verify license and insurance.		
Provide each driver with emergency phone numbers where the transportation chairman and/or authorized designee can be reached around-the-clock in case of breakdown or emergency.		
Prepare checklist of all cars returned. Check for damage. Arrange for cleaning and refueling of each vehicle prior to its return. May need to arrange with donor for volunteers to accomplish these tasks on cars provided by non-Federal entities via gift.		
It is vital to stage vehicles required by military demonstration teams in position upon their arrival. This is a manual requirement and is non-negotiable. Check the team support manual for exact numbers and types of vehicles and staging requirements.		
If helicopters are to be used for distinguished visitor transportation, work with the air operations officer, Federal Aviation Administration and hotel and airfield/airport managers to arrange for safe and efficient operations.		
Review procedures for accommodating disabled visitors.		
<b>CHECKLIST -- Other Ground Displays</b>		
With public affairs, coordinate military recruiting involvement and make sure an area is set aside for booths at the event, both inside and outside. Recruiting contact information is in <b>Attachment 5</b>		
Invite base organizations to set up a display in a hangar, or suitable location, for the public to learn more about the Air Force and escape the heat of the day, if applicable. Be sure it's easily accessible by the public.		
Consider setting up a stage to highlight other base agencies, e.g., military working dog demonstrations, military band and honor guard/drill team performances, explosive ordnance disposal display, etc.		

Allow spectators to view displays of field equipment, such as medic tents, field kitchens, various items airmen deploy with, and non-aviation static displays.		
Consider inviting other MAJCOMs, especially Special Operations, to also display at the event. Provides a —big-picture look at the Air Force.		
Consider also including local civilian and industry exhibits.		
Ensure adequate security is provided for displays.		
Have the announcer make numerous references to the ground display location and stage acts.		
Work with Services Marketing and/or non-Federal entities to look for some creative children’s exhibits that contribute to education about the Air Force and aviation.		
Consider providing a covered area for families with young children to rest.		
<b>Consideration</b>	<b>OPR</b>	<b>Complete</b>
<b>CHECKLIST -- Announcer</b>		
Assist in the selection of the open house announcer. This individual could be an employee of the base, or a paid professional contractor.		
Work closely with the open house staff to develop the script for the announcer. Ensure all information has been cleared for release. Include key Air Force messages and recruiting items.		
Since one of the primary goals is education, ensure civilian and warbird narrations include as much information as possible on their military roles or connections.		
If the announcer is contracted, provide enough filler and background material to ensure the audience stays engaged.		
Include clear instructions to announce during specific mishaps or emergencies.		
<b>Open House Related Events</b>		
Work with public affairs, Protocol and Services to determine what events the base wants to plan in conjunction with the open house. (e.g., rehearsal event for area special needs individuals, aircrew welcome party, base picnic, concerts, distinguished visitor reception, distinguished visitor tent on flight line, etc.)		
Determine how base personnel can take part in pre-event programs.		
Sort out responsibilities for each event.		
Public affairs should publicize events and works with Protocol to provide a list of community leaders to be invited to the reception and open house.		
Determine if transportation is needed for the rehearsal event attendees.		

Send special invitations for distinguished visitors and special needs guests well enough in advance.		
Ensure enough staff members are posted at entrances to make sure invited guests are the only ones allowed in restricted areas.		
Commander's chalets/distinguished visitor tents should be positioned off show center to allow for maximum viewing by the general public.		
Public affairs creates photo and broadcast documentation and coverage plan.		
Determine if any awards or recognition gifts are to be presented during welcome reception.		
Ensure distinguished visitor passes/badges are created to easily identify where they are allowed access.		

Table A2.2. Air Operations.

Event	OPR	Due	Completed
<b>Open House Request</b>			
Determine inclement weather plan		6 Months	
Determine wing deployment plan			
<b>Military Aircraft Participation</b>			
Determine aerial performers		120 Days	
<b>Event</b>			
<b>OPR</b>			
<b>Due</b>			
<b>Completed</b>			
Demonstration teams			
Assign a POC/refer to the support manual			
Determine if arresting gear will be required			
Determine if base will need to have a Mobile Aircraft Arresting Gear (MAAS) installed; budget accordingly.			
Jump teams			
Assign a POC/refer to the support manual			
Determine static display aircraft		120 Days	
Confirm participating aircraft		45 Days	
Determine security reqm'ts (consider add'l manpower)		45 Days	
Determine aircrew requirements (billeting/trans)		45 Days	
Determine aircraft support required (fire bottles/AGE/airstairs)		45 Days	
Set up Customs for foreign participants		30 Days	
<b>Airfield Management</b>			
Determine airfield construction impact		120 Days	
Determine PPR assignment/go official business only		60 Days	
Consider scheduled transient aircraft (med evac?)		60 Days	
Determine flight plan processing		45 Days	
Provide flight line airfield driving training/briefings		10 Days	
Publish NOTAM		10 Day	
<b>Weather Support</b>			
Determine weather briefing support for airshow (90 Days)			
Determine weather briefing support for arriving/departing aircraft (10 Days)			
<b>FOD Walk</b>			
Coordinate FOD walk during/after		90 Days	
Determine time/staging/route		30 Days	
Coordinate sweeper support during/after		30 Days	
<b>Unusual Procedures (e.g., Moored Hot Air Balloon)</b>			
Determine impact to arrival/departure procedures		120 Days	
Determine impact to approaches/traffic patterns		120 Days	
Determine impact to terminal instrument procedures		120 Days	

Determine impact to airfield clearances		120 Days	
Determine explosive ordnance disposal demonstrations		120 Days	
Identify clear zones		90 Days	
Determine impact to NAVAIDS (concussion)		60 Days	
<b>Airshow Schedule</b>			
Annotate airfield operating hours		90 Days	
Annotate NOTAM release			
Annotate ramp closure for set-up/tear-down			
Annotate performer aircraft rehearsal/show time		60 Days	
Annotate take-off/landing		30 Days	
Annotate <u>all</u> airshow aircraft arrivals/departures		30 Days	
Annotate civil aircraft fly-in slot times		30 Days	
Annotate FOD walk time		30 Days	
Annotate safety symposium times		30 Days	
Annotate mass flight line driving briefing		30 Days	
<b>Air Boss Show Requirements</b>			
Airshow insurance (if the air boss is contracted)		120 Days	
Transportation to show site (airfare)			
<b>Event</b>	<b>OPR</b>	<b>Due</b>	<b>Completed</b>
Billeting (on base/near show airfield)			
Transportation for local area (rental car)			
Per diem			
Access to all performer areas (badge/pass)			
Arrive one week prior to the first waived airspace			
Confirm show requirements available		30 Days	
<b>Air Boss Show Transportation Requirements</b>			
Transportation on the airfield (golf cart, mule)		120 Days	
Confirm show transportation available		30 Days	
<b>Air Boss Show Communication Requirements</b>			
Frequencies/radios/phones required		120 Days	
VHF freqs/radio for civilian performers			
UHF freqs/radio for military performers			
VHF or UHF freq/radio for air traffic control coordination			
VHF or UHF spare radio			
LMR freq to transient alert/pit boss			
LMR freq to Show Control			
Phone comm to air boss stand (hard line or cell)			
Confirm show comm available		30 Days	
<b>Air Boss Show Stand Requirements</b>			
Ice/water/food provided (as required by contract)		120 Days	
Located show center on crowd line		120 Days	
Elevated/shaded			
Quick access to portable restrooms			

Table for radios/chairs			
Restricted access			
No blind spots to show runway/aerobatic box			
Check sound system impact to transmit/receive		7 Days	
<b>Air Boss Briefing Requirements</b>			
Briefing room close to the flight line/show area		120 Days	
Reserved throughout all air boss briefings			
Access to a copier and fax machine			
Table for handouts			
Chairs for all attendees			
Projector/Screen available			
Laptop computer/printer available			
Determine briefers		30 Days	
Confirm completed briefing		30 Days	
Confirm time/location/briefers		10 Days	
<b>Air Boss Operational Requirements</b>			
Develop ops letter with air traffic control		90 Days	
Request discrete frequencies			
Describe comm failures			
Describe transfer of waived airspace			
Describe ground operations			
Request airfield diagram			
Request approach airspace diagram			
Determine restricted airspace/range control			
Develop parking plan not to exceed WBC		60 Days	
<b>Event</b>	<b>OPR</b>	<b>Due</b>	<b>Completed</b>
Describe emergency procedures			
Will a SOF be on duty?			
Describe holding procedures			
Describe divert procedures			
Describe mishap response			
Specify Tower responsibilities			
Specify Approach responsibilities			
Specify Airfield Mgmt responsibilities			
Describe Stop Show procedures			
Request Tower state preferred runway/say winds			
Coordinate with ARTCC thru Tower			
Develop in-flight guide		60 Days	
Determine airfield emergency response		30 Days	
Confirm medical staging and emergency routes			
Confirm fire staging and emergency routes			
Confirm security staging and emergency routes			
Determine any open house participant response		30 Days	
Firefighting?			

Life guard/life flight?			
Develop daily briefing		30 Days	
Provide airshow schedule and changes to air traffic control		7 Days	
<b>Airshow General Safety Requirements</b>			
Determine concession booths/tents impact		90 Days	
No airborne concessions (helium balloons)			
No handouts/flyers (FOD)			
Determine pyrotechnic demonstrations		90 Days	
Determine explosive distance criteria			
Determine impact to show if misfire			
Ensure fire response on stand-by for all pyro acts			
Determine ground demonstration locations (infield/ramp)		90 Days	
Determine sponsor displays (infield/ramp)		90 Days	
Protect aerobatic box during waived airspace			
<b>Aerial Demonstrations</b>			
Commit performers		120 Days	
Determine waived airspace (rehearsal/perform times)		90 Days	
Determine authorization airspace (rehearsal/perform times)		90 Days	
Confirm approved airspace waiver/review		30 Days	
Jump authorizations			
<b>Airfield Diagram</b>			
Annotate show center/crowd lines/show lines		120 Days	
Annotate aerobatic box			
Annotate aircraft parking (show/support/spares)		120 Days	
Annotate ramp/apron closures			
Annotate reference point vehicles			
Annotate bomb burst run-in			
Annotate jump landing zone		120 Days	
Annotate medical/fire/security response staging area		90 Days	
Annotate wing assigned aircraft parking plan		60 Days	
Annotate static aircraft parking plan		60 Days	
<b>Event</b>	<b>OPR</b>	<b>Due</b>	<b>Completed</b>
Annotate performers aircraft parking plan		60 Days	
Annotate WBC for aircraft movement/parking areas		60 Days	
Annotate ECP to performer area			
<b>Air Boss Daily Performer Safety Briefing</b>			
Determine air traffic control concerns		90 Days	
Determine Airfield Mgmt concerns		90 Days	
Determine impact of restricted areas/ranges			
Determine impact of aircraft arresting systems			
Coordinate with Safety/SOF		90 Days	
Determine time and location for briefing		60 Days	
Determine outline for briefing		60 Days	
Use FAA Order 8700.1, Vol 2, Ch 18 Figure 50-3			



Introduce key players			
Roll call and time hack			
Current/forecasted weather			
Review NOTAMs (show site and divert)			
Review airfield layout/airfield status			
Brief holding points, altitudes, direction of turns			
Brief schedule in detail/resolve conflicts			
Brief primary and back-up frequencies			
Brief emergency procedures			
Comm out/NORDO/stuck mike			
Ground/in-flight emergencies			
Holding/divert procedures			
Recall/show hold procedures			
Airfield hazards			
Air traffic control responsibilities			
Brief RAPCON to report —whiskey alerts			
Brief Tower to handle emergencies			
Airspace returned to Tower control			
Tower will ring out crash net			
Mishap response			
Brief life flight to call for —dust off			
Stress critical safety margins			
Field elevation			
Zero altimeter			
Density altitude			
Available runway for intersection departures			
Caution around arresting cables			
No aerobatics outside the box			
Ready to fly?			
If it doesn't seem right...don't do it!			
Review and have performers sign waiver			
Brief jet demonstration team unique items			
Brief jump team unique items			
Brief sport flying unique items			
Allow FAA inspector-in-charge to speak			
Questions?			
Resolve all issues before flying			
<b>Event</b>	<b>OPR</b>	<b>Due</b>	<b>Completed</b>
Ensure performers bring all Federal Aviation Administration certifications			
Provide copies of briefing to performers or in-flight guide			
Annotate air traffic control /Airfield Mgmt information			
Provide local area maps with visual references			
Note waived airspace boundary			
Note show center and crowd lines			

Note ground taxi plan			
Note air boss frequency/alternate			
Highlight obstructions/restricted airspace			
Note divert field and route/frequencies			
Review emergency procedures			
Determine briefers		30 Days	
Confirm completed briefing		30 Days	
Confirm time/location/briefers		10 Days	
<b>Air Boss Performer Information</b>			
Determine weather minimums for each act			
Determine actual airspace required of each act			
Determine holding limits for each act			
Determine ground/air start for each act			
What is total time of act?			
<b>Air Boss Fly-By (Off Station) Performer Safety Briefing</b>			
Approach will hold aircraft out/advise air boss			
Air boss will advise Approach when to hand-off			
<b>Approach will terminate radar service</b>			
Air boss is not air traffic control and cannot provide separation			
Air boss will direct aircraft to Departure for outbound			
<b>Military Demonstration Team Requirements</b>			
Determine parking/show center/bomb burst points			
Determine coordinates of above			
Send airfield diagram with above			
Send airfield weight waiver with above			
Coordinate with SFS to protect bomb burst run-in			
Confirm availability of reference vehicles			
Must be in place for narrator arrival/survey flight			
Confirm time and place of narrator's meeting			
Mail copy of approved Federal Aviation Administration airspace waiver/TFR		30 Days	
<b>Golden Knights/Leap Frog Requirements</b>			
No engines running/rotor turning w/in 1000'			
<b>Air Boss Personal Requirements</b>			
Binoculars			
Electric fan			
Cooler with water and ice			
Food			
<b>After Actions</b>			
Letter of recommendation/thanks to Federal Aviation Administration /performers			

Event	OPR	Due	Completed
<b>Review ops letter and improve</b>			
Review in-flight guide and improve			
Review briefing and improve			
Review checklists and improve			
<b>Civil Fly-In Checklist (Civilian aircraft Only) (see AFI 10-1001)</b>			
Request to host civil fly-in (aerial and static)		120 Days Out	
Determine aerial performers		120 Days Out	
Determine static display aircraft		120 Days Out	
Determine specific requirements for each aircraft (i.e., towbars/hangars/oil/smoke oil, etc.)		120 Days Out	
Determine safety seminar aircraft fly-in		120 Days Out	
Determine tie down point/chock availability		120 Days Out	
Determine fuel availability		120 Days Out	
Determine landing permits required (2400, 01, 02)		90 Days Out	
Determine landing permits required (2402)		90 Days Out	
Post invitation on airshow web page/advertise		90 Days Out	
Develop participants procedures package		90 Days Out	
Determine air traffic control arrival/departure procedures		90 Days Out	
Determine flight plan processing procedures		90 Days Out	
Establish seminar agenda/speakers		90 Days Out	
Establish arrival slot times		90 Days Out	
Set-up bus from flight line to seminar and back		90 Days Out	
Set-up PPR log		60 Days Out	
Reserve location (base theater/club)		60 Days Out	
Participants procedures package/include:		60 Days Out	

Determine seminar presentation requirements		60 Days Out	
Coordinate welcome area		60 Days Out	
Provide RAPCON/Tower with arrival/departure plan		45 Days Out	
<b>Event</b>	<b>OPR</b>	<b>Due</b>	<b>Completed</b>
Provide Airfield Mgmt with aircraft parking/flight plans		45 Days Out	
Confirm receipt of hold harmless agreements		45 Days Out	
Coordinate removing barriers during fly-in period		30 Days Out	
Welcome letter			
Arrival/departure procedures			
Airfield diagram with civil aircraft parking area			
Hold harmless agreement and instructions			
Federal Aviation Administration flight plan			
Seminar schedule			
Airshow schedule			
Computer support (laptop/projector/screen)			
Comm support (LMRs/public address)			
Other (TV/VCR/tables/chairs)			
Coffee and donuts			
Wing welcome video			
Provide copy of PPR number list to tower		15 Days Out	

Table A2.3. Ground Operations.

Event	OPR	Due	Completed
<b>Airshow Layout</b>			
Determine theme (old to new/fighters to heavies/etc)		90 Days Out	
Determine if there are hangar requirements for any aircraft; set aside hangar as required		90 Days Out	
Coordinate medical aid station and response staging		90 Days Out	
Coordinate fire department response staging		90 Days Out	
Coordinate SFS response staging and security		90 Days Out	
Coordinate protecting bomb burst run-in			
Coordinate roving patrols for suspicious activity			
Coordinate ECP/EAL to performer areas			
Determine portable restroom locations		90 Days Out	
Determine concession booths/tents		90 Days Out	
No airborne concessions (helium balloons)			
Minimal handouts/flyers (FOD)			
Determine pyro demonstrations		90 Days Out	
Determine explosive distance criteria			
Determine impact to show if misfire			
Determine ground demonstration locations		90 Days Out	
Determine sponsor displays (hangar/ramp?)		90 Days Out	
<b>Aircraft Parking Plan</b>			
Determine wing aircraft parking		60 Days Out	
Determine static aircraft parking		60 Days Out	
Determine performer aircraft parking		60 Days Out	
Determine fly-in aircraft parking		60 Days Out	
Determine transient/exercise aircraft parking		60 Days Out	
<b>Trash Detail (before/during/after)</b>			
Coordinate trash removal support		90 Days Out	
<b>Event</b>	<b>OPR</b>	<b>Due</b>	<b>Completed</b>
Determine location of trash cans		60 Days Out	
Determine location of dumpsters		60 Days Out	
<b>Vehicles</b>			
Determine transportation required (golf carts, mules)		90 Days Out	
<b>Communication Requirements</b>			
Determine comm required (LMRs)		120 Days Out	
<b>Material Requirements</b>			
Determine signs required and location		90 Days Out	
—No Spectators Beyond This Point!			
—Due to Safety Requirements, no ...!			
Determine fencing required (FOD fence)		90 Days Out	
Order FOD fence		60 Days Out	
Confirm FOD fence available		15 Days Out	

**Section A2. Public Affairs.**

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

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

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

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

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

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

**Table A2.4. Public Affairs.**

<b>Event</b>	<b>Due</b>	<b>Complete</b>
<b>Long-term planning and coordination</b>		
Public affairs should participate in the decision-making process when civilian demonstrations acts may be invited to participate		
<b>Event</b>	<b>Due</b>	<b>Complete</b>
Ensure DD2535 Forms are submitted at least two years prior for Aerial Demonstration Teams		
Civilian demonstration teams should enhance the public's understanding of the Air Force and/or mission at the base		
Ensure inappropriate civilian flying acts are <b>not</b> included as part of concessionaire/open house management contract		
Review previous advertising successes or failures		
Provide open house director with public affairs budget requirements		
Contact Services Marketing to determine what advertising is funded by non-appropriated fund (commercial sponsorship) versus appropriated funds		
Make initial announcement		
Open house info on base public Web site; update regularly		
Produce public service announcement:		
Maximize free media coverage first, and then determine if any money exists to purchase ads		
When possible use on-base resources to produce PSAs and spot announcements (If base resources are inadequate, local TV/radio stations may assist)		
Consider inviting local celebrity to participate in the PSAs		
Develop communications plan:		
Prepare timeline for ad campaign preparation/execution		
Funding permitting, design and produce posters, street banners, billboards, and flyers		
Work with non-Federal entities to approve advertising provided through partnerships. In particular, non-Federal entities can be helpful in working with local utility companies (water/ electric/telephone/gas/cable), local transportation companies, and other merchants in the community to promote the event		
Identify locations (e.g. local businesses, hotel/theater lobbies, schools, civic organizations, buses, taxis, etc.) and methods for distribution of posters, flyers, etc.		
Utility companies may include informational flyers in their scheduled mailings		

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



Contact movie theaters about using film trailers		
Determine how much time radio and TV stations will allot for PSAs		
Public affairs products (press releases, newspaper articles, Web pages, social media, etc.)		
Security and parking procedures		
Limitations on what items guests will be allowed to bring on the installation (e.g. coolers, chairs, bicycles, roller blades, baby strollers, etc.		
Produce or assist in production of open house guide/program:		
Funded with appropriated funds or may be printed as part of a public affairs product contract and made available free to the public. If not in conflict with existing contracts, Services may produce a souvenir program to be sold at the event that includes company advertisements and acknowledgements through the Services' advertising/sponsorship programs		
Include:		
Information about the base and major tenants		
Key Air Force messages		
Schedule of events		
<b>Event</b>	<b>Due</b>	<b>Complete</b>
Maps showing location of key activities, restrooms, medical, security, information, concessions, and displays		
Descriptions of key activities		
Performer biographies and photos.		
Plan to incorporate last minute changes		
Identify media center location and communications requirements		
Determine what social events media may attend and what access media will have to distinguished visitors		
Provide public affairs products to hospitality coordinator to include in performer handouts		
Include industry/trade publications to media list		
Arrange for media flights and on-site interviews well in advance of performer arrivals. Provide performers with interview and ride schedule upon arrival		
Request participating military performers to consider providing media/celebrity public affairs flights while at location of open house		
Ask planning committee to identify what, if any, base locations may be available for tours (e.g. dorms, dining facility)		

Determine what, if any, areas will be off limits for photography and develop plan to enforce restriction		
Build press kits		
Identify and order sufficient quantities of multimedia products (photos, video, etc.)		
Obtain publicity kits from performers		
Print organization and equipment fact sheets		
<b>One month prior to the open house</b>		
Identify public affairs staff (including photographers and videographers)		
Identify specific duties and responsibilities		
Consider a press conference a week before the event. Schedule interviews with installation CC and open house director		
Invite media to attend any local rehearsal activities		
Advise media of available opportunities		
Press conference		
Interviews with base commander/open house director		
Interviews with performers		
Coverage of military performer civic outreach (visits to hospitals, nursing homes, schools) activities		
Attendance at pre-show		
Live or remote broadcasts		
On-air interviews		
Media coverage of performer visits to hospitals, schools, nursing homes, etc.		
Develop guidelines to handle media inquiries in the event of an incident or accident.		
Include rules of engagement in media kits		
Confirm any special media requirements		
Parking		
<b>Event</b>	<b>Due</b>	<b>Complete</b>
Power		
Provide Thunderbirds/Blue Angels (if participating) names of recommended media and celebrities to consider for public affairs flights		
Coordinate media/celebrity public affairs flights aboard participating military aircraft		
<b>Week of the open house</b>		
Reconfirm staff assignments and responsibilities		
Invite media to rehearsal show		
Ensure media have most current open house information		
Performer and participant information		
Stock photographs and video clips		
Current radio releases		

Messages		
Reconfirm media requirements and availability of services		
Reserved parking for vehicles		
Parking space for larger vehicles		
Preview of events and activities		
Interviews and interview area		
Prepare media credentials		
Arrange special media transportation (e.g. if they are taking a media flight, how will they get to the aircraft with their equipment?)		
Arrange refreshments, if possible		
Consider a pre-event media briefing to discuss ground rules and highlight special events, including crisis management		
Prepare for performer/participant arrival by:		
Coordinate media briefings, interviews and photo-taking session upon arrival and throughout the open house		
Assist Protocol in preparing arrival packets that include:		
Maps of the area		
Accommodation arrangements		
Transportation plans		
Schedules (e.g. his/her interviews for the day, etc.)		
Parties		
Local points of interest		
Scenic and historic sites		
Scheduled performer briefings		
Open house guide		
<b>Day of open house</b>		
During the event, consider surveying the audience for preferences in open house acts and activities and for demographic and market information for help in planning your next show		
Open media center. The center should incorporate the following: Off limits to everyone except working media and public affairs staff (no family members)		
On-site public affairs professional. If augmented by non- public affairs volunteers, ensure they are fully briefed on rules of engagement for dealing with the media		

Event	Due	Complete
Telephone communications.		
Media kits		
Photos		
Fact sheets		
Names and biographic information on distinguished visitors and open house staff		
Schedule of events		
Maps (identify photo and off-limit locations)		
Open house guide/program		
Emergency procedures		
Rules of engagement		
Tables, chairs, shade canopy and water.		
Photo locations and security.		
Media platform, particularly for video and photo journalists (e.g. scissor lift) ; ensure a clear view of events		
Meet media at designated spot (gate/media center). Distribute media credentials		
<b>Post open house</b>		
Draft and disseminate news releases and photos		
Incorporate releases and photos in public affairs products such as the base web site		
After the event, prepare after-action report		
Archive public affairs products for future events (funded by proponent)		

## Attachment 3

## PLANNING TIMELINES

Table A3.1. Planning Timelines.

Open House Operations Planning Timeline								
	Month							
	8	7	6	5	4	3	2	1
Obtain Planning Resources	X	X						
Survey Event Environment		X	X					
Review Regulations and Directives	X	X	X					
Preliminary Coordination with Federal Aviation Administration, local agencies and tenants			X	X	X			
Select Performers		X	X	X				
Develop Operations Plan			X	X	X			
Develop Layout Plan			X	X	X	X		
Develop Preliminary Schedule				X	X			
Coordinate Ground Pyrotechnics with Federal Aviation Administration Airports Division					X	X		
Submit FAA Form 7711-2, Request for Waiver or Application for Special Flight Operations Certificate			X					
Establish Air/Ground Plan and Procedures					X	X	X	X
Emergency/Safety/Security Meetings (table top exercises)		X	X	X	X	X	X	X
Review Performer Qualifications (6 weeks prior)							X	X
Review Waiver, Certificate of Authorization and General/Specific Provisions (6 weeks prior)							X	X
Final Plan Review (2 weeks prior)								X
Brief Staff/Volunteers on Event Plan, Schedule and Responsibilities (7 days prior)								X
Issue NOTAMS/Advisories (3 days prior)								X
Grounds/Communication Setup (3 days prior)								X
Conduct Event Participants Briefing (day of event)								X
Show Ground Theme	X	X						
Display Demonstration and exhibit wish list		X	X					
Develop Event Emergency Plan			X	X				



**Attachment 4**  
**FUNDING SOURCE GUIDE**

**Table A4.1. Funding Source Guide.**

<b>Categories</b>			<b>APF</b>	<b>NAF</b>	<b>Private</b>	<b>Notes</b>
<b>Aerial Demonstrations</b>						
DoD Demonstration Teams						
		Smoke oil	X			
		Mobile Aircraft Arresting Gear (MAAS)	X			
		lodging	X			
		meals	X			
		transportation	X			
		pyrotechnics	X			
Warbirds						
		performance fee	X		X	note 1,
		lodging	X		X	note 1,
		meals	X		X	note 1,
		transportation	X		X	note 1
		maintenance/hangar space				note 2
		pyrotechnics	X		X	note 1
Civilian Aerial Demonstrations						
		performance fee		X	X	note 3
		lodging		X	X	note 3
		meals		X	X	note 3
<b>Categories</b>			<b>APF</b>	<b>NAF</b>	<b>Private</b>	<b>Notes</b>
		transportation		X	X	note 3
		maintenance/hangar space				note 2

<b>Ground Displays</b>						
Aircraft Static Displays (military)			X			
Aircraft Static Displays (warbird)			X			note 1
Military Displays			X			
Civilian aircraft				X	X	note 3
Other ground displays			X	X	X	note 3
<b>Fuel &amp; Oil</b>						
AVGAS/JP-8/Smoke Oil/Engine Oil						
		DoD Demo Teams	X			
		Warbirds	X		X	note 1
		Civilian Aerial Demo		X	X	note 3,4
<b>Contracted Support Personnel</b>						
Open House Coordinator			X		X	note 5 55New 1
Air Boss			X		X	note 5 New 1
Open House Announcer/Narrator			X		X	note 5 New 1
<b>Facilities</b>						
Tents/Booths/Chalets			X		X	note 6
Public affairs System			X		X	note 6
Power Outlets			X			
Tables/Chairs			X		X	note 6
Bleachers			X		X	note 6
Golf Carts			X		X	note 6
Ground Comm (Phone, Radio Etc)			X			
Portable Rest Rooms			X	X	X	note 6
Trash Containers/Disposal			X			Note 6
Generators			X		X	note 6
Lighting			X		X	note 6



Stage			X		X	note 6
Public Phones		Typically an AAFES held contract			X	
<b>Crowd control</b>						
Crowd Control Devices (Fencing)			X			
Rope / Stanchions			X			
Transportation (Shuttles)		No charge or fee allowed	X			
Parking / Parking Passes		No charge or fee allowed	X			
Signs			X	X	X	
Badges			X			
<b>Security/Law Enforcement</b>						
Security Support			X			
<b>Health/Safety</b>						
Air To Ground Radio			X			
First-Aid Support			X			
<b>Categories</b>			<b>APF</b>	<b>NAF</b>	<b>Private</b>	<b>Notes</b>
Lost & Found			X			
<b>Publicity</b>						
Advertisement (TV, Radio, Newspaper)			X	X	X	note 7
Programs			X	X	X	note 8
Web Site			X		X	note 9
Media Center			X			
Banners/Posters			X	X	X	note 10
<b>Entertainment</b>						
Fireworks				X	X	note 15
Concerts				X	X	
Ground acts				X	X	note 15

Kids Area (play area)				X	X	note 15
<b>Concessions</b>						
<b>Master Concessionaire</b>				X	X	Note 16
	Food Beverages Souvenirs	contracted and/or sold by morale, welfare, and recreation		X		
	Beer Alcoholic Beverages	contracted and/or sold by morale, welfare, and recreation		X		
	<b>Refreshments/Food</b>					
	Military Performers	per diem from appropriated funds	X		X	note 3, 17
	Warbird Performers		X		X	note 3, 17
	Civilian Performers			X	X	note 3, 17
	Open House Workers		X	X	X	note 3, 17
	<b>Distinguished</b>					
	Commander's distinguished visitor tent		X		X	note 11
	Gifts/mementos		X	X		note 12
	<b>Misc. Support</b>					
	Open House Conference TDY		X	X		note 13
	Event Cancellation Insurance			X		note 14
	Liability Insurance				X	note 15

	Commercial Sponsorship			X		note 16
	Music Royalties		X	X	X	note 6

**Notes:**

1	Appropriated funds may be used to cover costs for warbird participating in the open house. Lodging, meals and transportation may be included as part of the contract. May be offered free of charge by the performer or paid by non-Federal/private organizations and offered as a gift to the Air Force.
2	Installation commanders may designate work areas to be used by non-DoD personnel for repairing an aircraft, grant access to shop facilities, and, if requested, permit assistance by qualified USAF maintenance personnel on a strictly volunteer basis. Also, hangar space may be made available to non-DoD aircraft on a space available basis for protection from inclement weather.
3	Non-appropriated funds are authorized through the Commercial Sponsorship Program (must be approved by AF/A1S per <b>paragraph 2.8.1.</b> ). May be paid by non-Federal/private organizations as a sponsored act or offered by the performer as a gift to the Air Force or the Services non-appropriated fund instrumentality. (Paying for food for military members or appropriated funds employees is not an authorized use of commercial sponsorship) <b>(T-1)</b> .
4	Unless the Government (including an AF non-appropriated fund instrumentality) has contracted to provide fuel, the installation may authorize Defense Working Capital Fund (DWCF) fuel cash sales for aircraft pursuant to DLA Energy policy guidance.
5	A non-Federal entity that desires to provide funding for this item can only do so through a monetary (conditional) gift to the Air Force. The donor may not specify or influence the Contractor to be selected or utilized by the Air Force or tender the services of the Contractor as an in-kind contract to the Air Force.”

6	<p>May be funded with appropriated funds, non-appropriated funds or private funds depending on part of the show being supported. Essential elements (sanitation, health, safety, security, comfort of attendees etc.) are paid only with appropriated funds. Essential items are those that would occur even if there were no Services morale, welfare, and recreation/ non-Federal entity participation. Items in support of Services morale, welfare, and recreation/non-Federal entity concessions (including additional sanitation measures needed because of such concessions) or Services morale, welfare, and recreation/non-Federal entity provided entertainment can be supported with non-appropriated funds or funds raised/donated by a private organization. When appropriated funds are proper fund source, non-appropriated fund assets may be used as long as appropriated funds cover all incremental costs associated with their use for that purpose (maintenance, fuel, wear and tear, etc.). See <b>paragraph 1.12.</b> and <b>paragraph 6.6.</b> Use non-appropriated funds to pay for items that directly support morale, welfare, and recreation/Services business operations such as tent and seating concessions.</p>
7	<p>Appropriated funds can be used but public affairs should maximize the use of free Public Service announcements. Non-appropriated funds may be used to advertise morale, welfare, and recreation programs and events. Commercial ads promoting the open house can be paid for by sponsors (those same sponsors can be listed on the ad itself) and off-base establishments that serve as sponsors can acknowledge their support in their own promotional endeavors prior to the actual event. Ensure paid or donated advertising contains the disclaimer —"No Federal Endorsement Intended."</p>

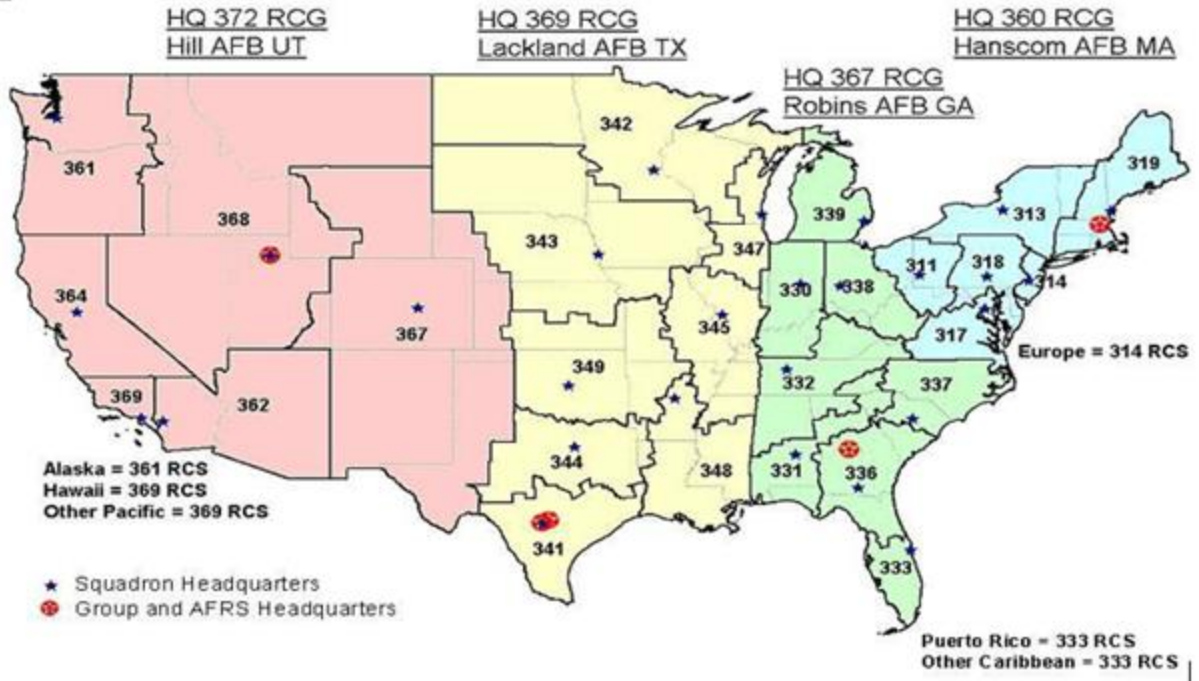
8	<p>Event guides (i.e., schedule of events) are appropriated funds funded. Non-appropriated funds/private funds can be used to print programs for Services/ morale, welfare, and recreation events occurring at the open house (e.g., concert) or if the non-appropriated fund instrumentality determines the morale, welfare, and recreation benefit or expected increase in non-appropriated fund concessions profit justifies the expense. Open house souvenir programs can be non-appropriated funds/private funds if the base newspaper contractor does not have the rights. These may contain paid advertisements to cover the costs of printing. Public affairs should provide a free schedule of events' when souvenir programs/event guides are provided with non-appropriated funds/private funds.</p>
9	<p>Appropriated funds supported public base website can be used to provide open house information (use appropriate disclaimers for links to unofficial sites). An outside organization (e.g., non-Federal/private) may establish a website to promote the event. Ensure the site clearly states that it is not an official Air Force website.</p>
10	<p>The impression should be that the event is conducted in an orderly manner by the United States military. Inappropriate signage would be extremely large or garish signs. Signs cannot block view of activities. Non-Federal/private supporters may be provided name recognition for their donations and contributions pursuant to <b>paragraph 1.8.1</b>. Commercial sponsors of Services morale, welfare, and recreation elements of the event may be provided the various kinds of recognition authorized for commercial sponsors.</p>
11	<p>Distinguished visitor functions (e.g., commander's hospitality tent, as well as civic and social events occurring at the time of the open house) are a protocol activity and may be supported with Official Representation Funds if in compliance with AFI 65-603 or through a gift to the AF (see <b>paragraph 1.13.1</b>). Distinguished visitor tent should be offset from the center of show area. The distinguished visitor area is not sponsored nor can any sponsor signs reside in the area.</p>

12	Gifts/mementos for distinguished visitors and VIPs, to include welcome baskets, may be provided to qualifying individuals and supported by Official Representation Funds if they comply with AFI 65-603 or Special Morale and Welfare Funds if they comply with AFI 34-201, Chapter 12.
13	Temporary duty fund sources depend on the function being supported. Temporary duty in support of appropriated funds elements of the open house should be funded with appropriated funds. Temporary duty in support of non-appropriated fund elements of the open house should be funded with non-appropriated funds.
14	Non-appropriated funds can be used for event insurance for the Services morale, welfare, and recreation elements of the event.
15	Ensure liability insurance is in-force for entertainment attractions, rides and fireworks provided by Services morale, welfare, and recreation contractors and non-Federal/private entities (either directly or through contractors). Ensure all contractors have insurance.
16	The Open House may be organized such that all concessions are provided by a non-Federal entity pursuant to an Outgrant. The installation morale, welfare and recreation program should receive equitable compensation for foregoing its right to provide concessions. Appropriate signage should inform the public that all servers, food and beverages are the responsibility of a non-Air Force party.
17	Commercial sponsorship can only be used for the Services morale, welfare, and recreation elements (including civilian aerial acts) of the event.
18	Appropriated funds or non-appropriated funds may provide food only pursuant to a contract provision requiring food as part of the Government's consideration.

Attachment 5

AIR FORCE RECRUITING ORGANIZATIONS

Figure A5.1. Air Force Recruiting Organizations.



Recruiting Squadrons	Contact Information	Recruiting Squadrons	Contact Information
311 RCS	(724) 743-8500	345 RCS	(618) 256-1070
313 RCS	(315) 452-9050	347 RCS	(414) 944-8681
314 RCS	(609) 239-4906	348 RCS	(501) 987-
317 RCS	(301) 567-7021	349 RCS	(405) 734-7023
318 RCS	(717) 770-6246	361 RCS	(253) 982-2179
319 RCS	(603) 427-5052	362 RCS	(909) 655-5436
330 RCS	(317) 377-6970	364 RCS	(916) 643-2273
331 RCS	(334) 416-4009	367 RCS	(719) 554-1244
332 RCS	(615) 889-0115	368 RCS	(801) 777-7304
333 RCS	(321) 494-3452	369 RCS	(323) 296-5844
336 RCS	(229) 257-3664	Recruiting Groups	

## Attachment 6

## APPROVED WarBIRD STATUS AIRCRAFT

Table A6.1. Approved Warbird Status Aircraft.

Aircraft	Countr	Type	Remarks
A-36	USA	Fighter	P-51 variant
Aermacchi MB-326	Italy	Trainer	
Aero L-29	Czech.	Trainer	
Aero L-39	Czech.	Trainer	
Aeronca L-16 Grasshopper	USA	Liaison/Utility/Observation	
Aeronca L-3 Grasshopper	USA	Liaison/Utility/Observation	
Aerospatiale AS-350	Brazil	Helicopter	
Alpha Jet	France	Light attack/trainer	
Antonov AN-2 Colt	Russia	Transport	
Augusta Westland Merlin	UK	Transport Helicopter	
Avro Lancaster	UK	Bomber	
Avro Shackleton	UK	Liaison/Utility/Observation	
BAC Buccaneer	UK	Attack	
BAC Strikemaster	UK	Trainer	
Beechcraft JRB-4 Expeditor	USA	Transport	AT-11/C-45
Beechcraft AT-6	USA	Light Attack	
Beechcraft AT-11 Kansan	USA	Trainer	
Beechcraft C-45 Expeditor	USA	Transport	AT-11/JRB-4
Beechcraft T-34 Mentor	USA	Trainer	
Bell AH-1 Cobra	USA	Helicopter	
Bell P-39 Airacobra	USA	Fighter	
Bell P-63 Kingcobra	USA	Fighter	
Bell UH-1 Huey	USA	Helicopter	
Boeing B-17 Flying Fortress	USA	Bomber	
Boeing B-29 Super Fortress	USA	Bomber	
Boeing C-97 Stratofreighter	USA	Transport	
Boeing/Stearman PT-17 Kaydet	USA	Trainer	
British HAWK Advanced Jet Trainer	UK	Trainer	
Canadair Tutor	Canada	Trainer	
Cessna A-37 Dragonfly	USA	Attack	
Cessna O-1 Bird Dog	USA	Liaison/Utility/Observation	
Cessna O-2 Super Skymaster	USA	Liaison/Utility/Observation	
Cessna T-50/UC-78 Bobcat	USA	Liaison/Utility/Observation	
Cessna U-3/310 Blue Canoe	USA	Liaison/Utility/Observation	
Cessna UC-78 Bobcat	USA	Transport	
Cessna UC-94	USA	Transport	



Chance-Vought F4U Corsair	USA	Fighter	FG-1 Corsair
Consolidated B-24/LB-30 Liberator	USA	Bomber	PB4Y Privateer
Consolidated PB4Y Privateer	USA	Patrol Bomber	AKA B-24 Liberator
Consolidated PB4Y Privateer	USA	Patrol Bomber	
Consolidated PB4Y Privateer	USA	Patrol Bomber	
Convair C-131 Samaritan	USA	Transport	
<b>Aircraft</b>	<b>Countr</b>	<b>Type</b>	<b>Remarks</b>
Curtiss C-46 Commando	USA	Transport	
Curtiss P-40 Warhawk	USA	Fighter	
Curtiss SB2C Helldiver	USA	Scout Bomber	
DeHavilland DH-112 Venom	UK	Fighter	
DeHavilland DH-115	UK	Fighter	
DeHavilland DH-82 Tiger Moth	UK	Trainer	
DeHavilland DH-94 Moth Minor	UK	Trainer	
DeHavilland DHC-1 Chipmunk	Canada	Trainer	
DeHavilland DHC-4 Caribou	Canada	Transport	AKA CV-2 and C-7
DeHavilland L-20/U-6A Beaver	Canada	Liaison/Utility/Observation	
DeHavilland Mosquito	UK	Bomber	
DGA-15 / GH-1/2/3, NH-1, UC-70	USA	Transport	
Dornier C-3600	Switzerl	Fighter	
Douglas A-1E Skyraider	USA	Attack	AKA AD-4 Skyraider
Douglas A-26 Invader	USA	Attack	
Douglas A-3 Skywarrior	USA	Bomber	
Douglas AD-4 Skyraider	USA	Attack	AKA A-1 Skyraider
Douglas B-23 Dragon	USA	Bomber	
Douglas DC-3	USA	Transport	AKA C-47/R4D Skytrain
Douglas C-47 Skytrain	USA	Transport	AKA R4D Skytrain
Douglas C-53 Skytrooper	USA	Transport	
Douglas C-54 Skymaster	USA	Transport	
Douglas R4D Skytrain	USA	Transport	AKA C-47 Skytrain
Douglas SBD Dauntless	USA	Scout Bomber	
Edge 540	USA	Trainer	
English Electric Canberra	UK	Bomber	

Extra 300	USA	Aerobatic	Royal Jordanian Falcons
F-21 Kfir (Kfir-C1, C2, C7)	Israel	Fighter	
Fairchild C-119 Flying Boxcar	USA	Transport	
Fairchild C-123 Provider	USA	Transport	
Fairchild PT-19 Cornell	USA	Trainer	
Fairchild PT-26 Cornell	USA	Trainer	
Fairchild UC-61 Forwarder	USA	Transport	
Fairey Firefly	UK	Fighter	
Fairey Swordfish	UK	Bomber	
Fieseler Fi-156 Storch	German	Liaison/Utility/Observation	
Fleet 16B Finch	Canada	Liaison/Utility/Observation	
Fokker DR-1	German	Fighter	
Fokker S-11	German	Trainer	
Focke Wulf 149D	German	Trainer	
Focke-Wulf FW 190	German	Fighter	
Folke-Wolfe FW-44 Stieglirz	German	Trainer	
Folland Gnat	UK	Trainer	
Fouga CM-170 Magister	France	Trainer	
General Motors FM-2 Wildcat	USA	Fighter	AKA F4F Wildcat
Goodyear FG-1D Corsair	USA	Fighter	AKA F4U Corsair
Grumman 21	USA	Transport	
<b>Aircraft</b>	<b>Countr</b>	<b>Type</b>	<b>Remarks</b>
Grumman AF-2S Guardian	USA	Torpedo Bomber	
Grumman C-1 Trader	USA	Transport	
Grumman F4F Wildcat	USA	Fighter	AKA FM-2 Wildcat
Grumman F6F Hellcat	USA	Fighter	
Grumman F7F Tigercat	USA	Fighter	
Grumman F8F Bearcat	USA	Fighter	
Grumman F9F Panther	USA	Fighter	
Grumman G-44 Widgeon	USA	Anti-submarine aircraft	
Grumman G-164 Ag Cat	USA	Greek Transport	
Grumman Hu-16 Albatross	USA	Liaison/Utility/Observation	
Grumman J2F Duck	USA	Liaison/Utility/Observation	
Grumman OV-1 Mohawk	USA	Liaison/Utility/Observation	
Grumman TBF Avenger	USA	Torpedo Bomber	AKA TBM Avenger

Grumman TBM-3E Avenger	USA	Torpedo Bomber	AKA TBF Avenger
Grumman US-2 Tracker	USA	Transport	
Harvard Mk IV	Canada/ U K	Trainer	AKA AT-6 Texan & SNJ-4/5 Texan
Hawker Hunter Mk-58	UK	Fighter	
Hawker Hurricane	UK	Fighter	
Hawker Sea Fury	UK	Fighter	
Heinkel He-111/ Casa 2.111	German	Bomber	
Hispano HA-200 Saeta	Spain	Trainer	
Hunting Jet Provost	UK	Trainer	
Interstate L-6 Cadet	USA	Liaison/Utility/Observation	
Junkers JU-52/53	German	Transport	
L-21	USA	Observation/Recon	
L-26	USA	Transport	
Learjet 24/25	USA	Transport	
Lockheed C-60 Lodestar	USA	Transport	
Lockheed C-69 Constellation	USA	Transport	
Lockheed F-104 Starfighter	USA	Fighter	
Lockheed P-38 Lightning	USA	Fighter	
Lockheed P-2V	USA	US Navy Maritime Patrol	
Lockheed PV-2 Harpoon/Ventura	USA	Bomber	
Lockheed T-33 Training Star	USA	Trainer	
Martin B-26 Marauder	USA	Bomber	
Max Holste M.H.1521 Broussard	France	Liaison/Utility/Observation/ Special Duty	
McDonnell-Douglas A-4 Skyhawk	USA	Attack	
McDonnell-Douglas F-4 Phantom	USA	Fighter	
Messerschmitt BF-108 Taifun	German	Trainer	
Messerschmitt BF-109	German	Fighter	
Messerschmitt ME-262	German	Fighter	
Meyers OTW	USA	Trainer	
MI-24 HIND	Russia	Attack Helicopter	
Mikoyan-Gurevich MiG-15	Russia	Fighter	
Mikoyan-Gurevich MiG-17 "Fresco C"	Russia	Fighter	
Mikoyan-Gurevich MiG-21 Fishbed	Russia	Fighter	
<b>Aircraft</b>	<b>Countr</b>	<b>Type</b>	<b>Remarks</b>
Mikoyan-Gurevich Mig-23	Russia	Fighter	
Mitsubishi A6M Zero	Japan	Fighter	
Mitsubishi A6M3 Zeke	Japan	Fighter	

Nanchang CJ-5/6	China	Trainer	AKA Yak-18
Naval Aircraft Factory N3N	USA	Trainer	
Noorduyn UC-64 Norseman	Canada	Liaison/Utility/Observation	
North American AT-6D Texan	USA	Trainer	Harvard/SNJ-4/5 Texan
North American B-25 Mitchell	USA	Bomber	
North American BT-9/BT-14 Yale	USA	Trainer	
North American F-100 Super Sabre	USA	Fighter	
North American F-86 Sabre	USA	Fighter	
North American FJ-3 Fury	USA	Fighter	
North American L-17 Navion	USA	Liaison/Utility/Observation	
North American P-51D Mustang	USA	Fighter	
North American SNJ-4 Texan	USA	Trainer	AT-6/Harvard MK IV
North American SNJ-5 Texan	USA	Trainer	AT-6/ MK IV
North American T-2 Buckeye	USA	Trainer	
North American T-28A Trojan	USA	Trainer	
Northrop F-5 Freedom Fighter	USA	Fighter	
Northrop F-5E Tiger II	USA	Fighter	
Northrop T-38 Talon	USA	Trainer	
Otto Helicopter	USA	Army Recruiting	
Piper J-3 Cub	USA	Transport	
Piper L-4 Grasshopper	USA	Liaison/Utility/Observation	
Pitts S1 and S2	USA	Trainer	
Polikarpov I-153	Russian	Fighter	
Polikarpov I-15bis	Russian	Fighter	
Polikarpov I-16 (Russian Type 24)	Russian	Fighter	
RC-3 SeeBee	USA	Air-Sea Rescue	
Republic P-47 Thunderbolt	USA	Fighter	
Rockwell OV-10 Bronco	USA	Liaison/Utility/Observation	
Ryan PT-22 Recruit	USA	Trainer	
Saab J35 Draken	Sweden	Fighter	
SAIA Marchetti S.M.1019	Italy	Liaison/Utility/Observation	
Scottish Bulldog T.1.	UK	Trainer	
Sea Harrier	UK	Fighter	AKA MK.51
Sikorsky UH-19D Chickasaw	USA	Helicopter	
SNJ-2 and 3	USA	Trainer	
Stinson 108 Voyager	USA	Liaison/Utility/Observation	
Stinson AT-19 Reliant	USA	Trainer	
Stinson L-5 Sentinel	USA	Liaison/Utility/Observation	OY-2 Sentinel
Stinson L-9B Voyager	USA	Liaison/Utility/Observation	
Stinson OY-2 Sentinel	USA	Liaison/Utility/Observation	Stinson L-5 Sentinel

Supermarine Spitfire	UK	Fighter	
Taylorcraft L-2 Grasshopper	USA	Liaison/Utility/Observation	
<b>Aircraft</b>	<b>Count</b>	<b>Type</b>	<b>Remarks</b>
Transport Allianz C-160 Transall	German		
Twin Beach 18	USA	Cargo	C-45, AT-7, etc.
Vought F-8 Crusader	USA	Fighter	
Vultee BT-13A Valiant	USA	Trainer	
Waco Biplane	USA	Trainer	PT-14
Westland Lynx	UK	Attack Helicopter	
Westland Lysander	UK	Liaison/Utility/Observation	
Yakovlev Yak-1	Russia	Fighter	
Yakovlev Yak-3	Russia	Fighter	
Yakovlev Yak-7	Russia	Attack	
Yakovlev Yak-9	Russia	Fighter	
Yakovlev Yak-11	Russia	Trainer	
Yakovlev Yak-18	Russia	Trainer	CJ-5/6
Yakovlev Yak-52	Russia	Trainer	
Zlin 226	Czech	Trainer	