

Flyover Requests – **AIR FORCE** ~ **ARMY** ~ **NAVY** ~ instructions

*NOTE: it is requestor's responsibility to: 1. complete forms, 2. obtain FAA sign off; 3. gain approval from either the Air Force or the Army; 4. find support from an Air wing or Army unit; 5. if support by Arkansas National Guard, contact AR NG Public Affairs office for approval letter.*

1. **STEP ONE:** COMPLETE form DD2535 online at:  
<http://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home>
2. **STEP TWO:** PRINT form DD2535
3. **STEP THREE:** Fax DD2535 form to FAA (see below)  
*-(Call them to assure receipt and check if not received back within a week)*
4. **STEP FOUR:** Fax request w/FAA sign off to: Air Force - **Air Force (SAF-PA): (703) 693-9601** \*\*  
or **Army: (703) 695-6253 or 614-3354**  
*\*\*If event support requested is not for a patriotic holiday, requestor will need to include an Exception to Policy form along with request to the Air Force – that includes on the following holidays or within 10 days: Armed Forces Day/Memorial Day/Independence Day/Veterans Day/POW/MIA Day. Events not falling into this category require an ETP form.*
5. **STEP FIVE:** Approval:  
~**Air Force approval** can be found listed on Air Force website ~  
<http://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home>  
~ **Army approval** - may require follow up call: Phone: (703) 697-2957
6. **STEP SIX:** Once receive approval, it is requestor's responsibility request support from either Air Force wings or Army aviation units – to find support, go to:  
**ARMY:**  
go to: <http://www.army.mil/comrel/assets/>  
Phone: (703) 697-2957  
**AIR FORCE:**  
go to: <http://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home>  
click on ~ **Find an Aircraft** ~ at top of page
7. **STEP SEVEN:** if requestor has gained support from a wing or unit of the **Arkansas National Guard**, requestor is required to contact the AR NG Public Affairs Office at (501) 212-5021 to obtain the Adjutant General's approval letter. This is required. A letter of approval by the wing or unit commander is also required and is to be forwarded to this office.

**FAA/Send to:**

**ATTENTION: FAA Supervisor**

For assignment, please.

→ **Fax: (501) 918-4403**

Phone: 501-918-4400

→ **Be sure to include a cover sheet with your fax number for them to return the form!**

**NOTE: FAA is not responsible for forwarding completed request form to Air Force or Army for completion of approval process. They sign off on the form and return it to requestor. REQUESTOR IS RESPONSIBLE TO FAX FORM FOR APPROVAL TO ARMY OR AIR FORCE AFTER FAA SIGNS.**

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**SUPPORT:**

**Arkansas National Guard assets:**

- Arkansas Air National Guard 188<sup>th</sup> Fighter Wing/Ft. Smith, AR/A-10's
  - Arkansas Air National Guard 189<sup>th</sup> Air Wing/Little Rock AFB, AR/C-130's
  - Arkansas Army National Guard 77<sup>th</sup> Aviation Wing/Camp Robinson, AR/Helicopters
- Arkansas National Guard Public Affairs Office: [dailyguard@ar.ngb.army.mil](mailto:dailyguard@ar.ngb.army.mil)*

**Other States - Army Aviation Assets:**

**244th Aviation Brigade**

<http://www.armyreserve.army.mil/USARC/DRC/0244AVNBDE/Overview.htm>

3155 Blackhawk Drive

Suite 573

Fort Sheridan, Illinois 60037

**Major Subordinate Commands:**

**-7th Squadron, 6th Cavalry Regiment (Rotary Wing Aviation Operations)**

<http://www.armyreserve.army.mil/USARC/DRC/0244AVNBDE/0006REGT0007/Overview.htm>

Conroe, Texas

4724 South Parkway

Conroe, Texas 77303

*General Inquiries: (936) 525-3343*

**-7th Battalion, 158th Aviation Regiment (Heavy Helicopter Battalion with units in Texas, Colorado, Kansas and California. The CH-47D Chinook Helicopter is the premier heavy lift helicopter in the US Army)**

<http://www.armyreserve.army.mil/USARC/DRC/0244AVNBDE/0158REGT007/Overview.htm>

Ft. Hood, Texas

Hood Army Airfield, Bldg 7020

Ft. Hood, Texas 76544

*General Inquiries: (254) 288-1029*

**-5th Battalion, 159th Aviation Regiment (two CH-47D (Chinook) Helicopter line companies, and one UH-60L (Blackhawk) company)**

<http://www.armyreserve.army.mil/USARC/DRC/0244AVNBDE/0159REGT0005/Overview.htm>

Ft. Eustis, Virginia

Building 1034, 24th Street and Taylor Ave

Ft. Eustis, Virginia 23604

*General Inquiries: (757) 878-4114 ext 248*

**-8th Battalion, 229th Aviation Regiment (Apache attack helicopter)**

<http://www.armyreserve.army.mil/USARC/DRC/0244AVNBDE/0229REGT0008/Overview.htm>

Ft. Knox, Kentucky

Bldg 2324

1149 N Knox St.

Ft. Knox, Kentucky 40121

*General Inquiries: (502) 624-3221*

-2nd Battalion, 228th Aviation Regiment (*The 2-228th Aviation Battalion is the largest Fixed Wing Battalion in the United States Army comprised of 3 C-12 / UC-35 flight companies and a Headquarters and Headquarters Company*)

<http://www.armyreserve.army.mil/USARC/DRC/0244AVNBDE/0228REGT0002/Overview.htm>

Horsham, Pennsylvania

936 Easton Road

Horsham, Pennsylvania 19044

*General Inquiries: (215) 957-0550 X-235/238*

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### **NAVY Aviation Support:**

**Step One** - Open The current (September 03) [DOD Form 2535.pdf](#).

**Step Two** - If you have Adobe Acrobat Standard or Professional, you may fill in the form electronically then print off a hard copy ~ OR: Print blank form first and fill out by hand

*\*\* Ink signatures required in box 3d. Event Site Certification (To be completed by an agent exercising authority for site use.) 19d. - FAA Coordinating Official's signature (The Flight Standards District Officer, FSDO, in the region that the flyover is to take place must sign here!*

Go to [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/) to locate your local FSDO inspector.

25a. The President, Chairman or Commander of requesting organization must sign! - *\*\* If you are the authorizing authority for the site use and the President, Chairman or Commander of the requesting organization, YOU MUST SIGN BOTH 3d and 25a.*

**Step Three** - Send or fax entire request with signatures in boxes 3d and 25a to the FAA for airspace coordination signature, 19d. See FAA contact info in Step 2. - *\*\*Section IV must be completed, signed and returned to you by the FAA before you submit the entire request form to the Aviation Support Coordinator.*

**Step Four** - Fax the first 3 pages (fourth page is instructions) of the completed DD Form 2535 with all three appropriate signatures to: (901) 874-5813/DSN 882-5813 [ATTN: Aviation Support Coordinator]. If you have fax difficulties or want to confirm transmission, call (901) 874-5803 ~ OR: Mail completed form to:

LCDR John Mills

Navy Office of Community Outreach

Attn: Aviation Support

5722 Integrity Drive, Bldg 456-3

Millington, TN 38054

OR ~ Scan completed and signed form into a .pdf file and email to: "ralph.mills@navy.mil". *Type in the either, [Airshow Request](#), [Flyover Request](#) or [Static Display/Fly-In Request](#), in the subject line of the email message depending on what you request.*

**Step Five** - Look for a confirmation email informing you of your eligibility notification.

**Step Six** - If your event is deemed eligible for support, you must contact the potential supporting units directly to ensure their support and provide coordination for the event and all of its details. Operational commitments will always take priority and may cause previously scheduled events to be canceled.