



**FW: Monuments and Ceremonies Commission minutes Mar 2010**

**From:** "Phillip Kraft" <darienparade@optonline.net>  
**To:** "Karen Polett" <harley87dp@yahoo.com>

Thursday, April 8, 2010 11:17 AM



----- Forwarded Message

**From:** ken reiss <kenreiss@optonline.net>  
**Date:** Wed, 24 Mar 2010 09:25:25 -0500  
**To:** Phillip Kraft <darienparade@optonline.net>  
**Subject:** Monuments and Ceremonies Commission minutes Mar 2010

## Monuments and Ceremonies Commission

### Minutes of the Meeting of March 9, 2010

The meeting was called to order by Chairman Phil Kraft at 3:34 PM.

**Attending:** George Brookner, Ed Carabillo, Marian Castell, Phil Kraft, Ken Reiss, Bob Riith, Charles Scribner, George Walsh.

The **minutes** were read and corrected to add Bob Riith's name to the liaison committee for the Veterans' Cemetery. Motion to accept by Carabillo, second by Riith.

#### Old Business:

**Membership (Kraft):** Bob Riith has volunteered to replace John Geoghegan as liaison with the town and the political parties regarding terms and appointments of Commission members.

**Wreaths (Scribner):** The State was to have removed the wreaths from the Veterans' Cemetery by February 1, but has not done so, nor has it any budget for that purpose. The boy scouts will remove the wreaths this year. The Commission agreed that a plan for removal of the wreaths should be in place next year before the solicitation for wreath donations begins.

**Store-room (Scribner):** Scribner and Kraft met with First Selectman Campbell about the importance of the Commission's having a dedicated storage space, but as of this meeting nothing has been done to improve conditions in the store-room.

**Veterans' Cemetery (Kraft):** There have been several changes and amendments to the list of plantings proposed by Lesley Kroll to Chief Lovello. Phil Kraft is receiving copies of all changes from the Police Department. The Commission's cemetery project liaison committee has not yet met; Phil Kraft will call a meeting this month.

**Parade (Kraft):** The spreadsheet of units and contacts needs to be overhauled; George Brookner has offered to help;

- The parade will be in four units again this year;
- The Tudor Singers will again be asked to provide music at the ceremony in the cemetery instead of the high school band;
- Invitations to participate in the parade should be out by the end of March; participants will be asked to respond by e-mail;
- Invitations will be sent to dignitaries; members are asked to email suggestions to Phil Kraft at [darienparade@optonline.net](mailto:darienparade@optonline.net);
- Bob Riith will send out the usual letters regarding insurance, the cemetery, etc.
- Phil Kraft will send a formal acknowledgement to the Grand Marshall designee & request biographical information from him;
- Flyover requests have been mailed by the First Selectman's office;
- Holmes School will be asked to provide a student to lead the pledge of Allegiance;
- The Darien Boat Club has agreed to conduct the Memorial Day observance at the beach sometime over the holiday weekend. The Commission will provide the script and one or more members will attend.

--Marian Castell will make calls to invite clergy to participate in the ceremony at the cemetery to deliver the opening and closing prayers. Ministers from the Presbyterian Church and St. Lukes were among the suggestions.

**New Business:**

George Walsh suggested that the e-mail address, [darienparade@optonline.net](mailto:darienparade@optonline.net), be added to the Commission's letterhead.

A motion to **adjourn** the meeting was made and seconded (Carabillo, Riith) at 4:15 PM.

Respectfully submitted by

Ken Reiss  
acting for the secretary

----- End of Forwarded Message

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## DARIEN POLICE, VFW

# Seek donations for monument restoration

The Darien Police Department and the Darien VFW are working to raise money for the revitalization of the Veterans Memorial Flagpole Monument located in Spring Grove Veterans Cemetery in Darien. This project is being done in honor of the 2,184 soldiers buried in the Spring Grove Veterans Cemetery as well as honoring all of the nation's soldiers, past and present.

As a symbol of honor to our nation's veterans, the Darien police and VFW feel that this monument is in serious need of revitalization. The project involves leaving the monument as it stands, but placing new plantings around the monument in order to honor its patriotic significance.

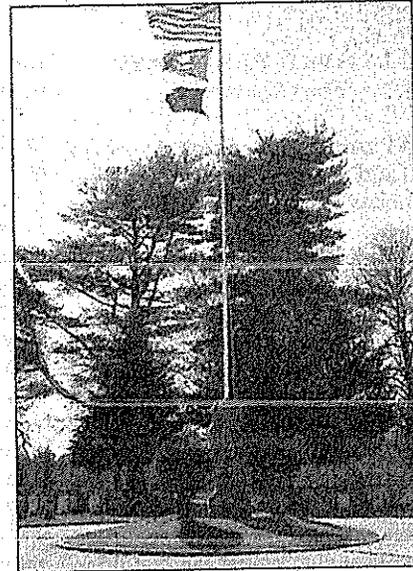
Darien resident Lesley MacAuley Kroll, who has a master's degree in landscape architecture from Harvard University, is donating her services to the project. The landscape plan will place flowers and shrubs, which are symbolic to veterans, in and around the traffic circle where the

monument sits.

Darien's Veterans' Cemetery is one of only three in the state of Connecticut. The flagpole monument was sculpted by Karl Lang, a Darien resident who maintained a studio on Nearwater Lane until his death in 1952. As a pupil of Gutzon Borglum, Lang worked with Borglum on Mount Rushmore. The memorial sculpture was dedicated to the fallen soldiers of the Civil War, the Spanish-American War, World War I, and all other veterans of our nation on May 30, 1936.

The Darien Police and Darien VFW are asking for your help with this effort by donating to the Veterans Memorial Flagpole Monument Fund. They hope to have the project completed by Memorial Day 2010.

Tax-deductible contributions may be made by check to the Darien VFW Post 6933, with "Veterans Flagpole Project" in the memo line. Checks can be mailed to the VFW, P.O. Box 2172, Darien, CT 06820.



A symbol of honor to the nation's veterans, the flagpole monument at Spring Grove Cemetery is in need of revitalization. (Darien Times/Lynsey Santimays photo)

LETTERS



THE HOUSING AUTHORITY OF THE TOWN OF DARIEN  
DARIEN TOWN HALL ~ 2 RENSHAW ROAD  
DARIEN, CONNECTICUT 06820



Tel: (203) 655-0866

Fax: (203) 656-1078

**Kathryn Y. Molgano**  
**Executive Director**  
[darienhousingkm@yahoo.com](mailto:darienhousingkm@yahoo.com)

August 11, 2008

Evonne Klein, First Selectman  
Town of Darien  
2 Renshaw Road  
Darien, CT 06820

Re: Monument at 719 Post Road

Dear Mrs. Klein:

The monument and flagpole in front of Old Town Hall Houses at 719 Post Road honors the servicemen from Darien who lost their lives in World War II, the Korean War and the Vietnam War. The monument has been in need of repair for several years. The eagle that sits atop of the flagpole has a broken wing, and the flagpole and base have rusted and are in a deteriorated state.

Dating as far back as June, 2001, both the Housing Authority and Monuments and Ceremonies Commission have attempted to determine who bears the responsibility for maintaining the monument. I am enclosing a copy of a letter from Philip Morehouse, dated August 2, 2001, which makes reference to specific deed restrictions that were imposed at the time that the property was transferred from the Town of Darien to the Darien Housing Authority and includes reference to the existing monument which pre-dated the property transfer. To date, I have nothing in my files to indicate that a determination was made as to who has the authority and bears the responsibility to repair the monument.

The condition of the monument continues to deteriorate over time and is in urgent need of repair. Your assistance in determining who should undertake this repair and bear the cost will be greatly appreciated. In June of this year, I obtained an estimate of \$1,250 to refurbish the flagpole and replace the eagle, a copy of which is attached.

Thank you for your attention to this matter.

Sincerely,

Kathryn Y. Molgano  
Executive Director

km

cc Phil Kraft, Monuments and Ceremonies Commission

## **Instructions for filling out the DD Form 2535, REQUEST FOR MILITARY AERIAL SUPPORT.**

This is very easy and you should complete this in less than 10 minutes.

The form should be attached to this email. If not, email [kenneth.latona@ang.af.mil](mailto:kenneth.latona@ang.af.mil) and ask for an email with the attachment.

I have started filling out the form for you. Skip to Section II. 2.b. and input the street address, City, zip code, and elevation of the Parade. If you can't easily find the elevation of your town, just put a number between 100-500 feet.

In Section II. 3. you will fill in your information, name, title (Parade coordinator), phone number and date. You will sign the form after you print it out.

Section II. 4. Delete the words "add approximate time for flyover" and input time. If you are not sure of the time, put an estimate in and contact SMSgt Cloutier or Lt Col LaTona when you have the actual time. Section II. 6. Estimate how many people will attend/have attended in the past. If you have planned media coverage, please include the details in Section II. 7.

Sponsor information is complete.

Section IV will be completed by the FAA.

Section V has been started for you. Please correct any information that is not correct. 23.a. just an estimate. 23.b. can be left blank.

Section VI will be initialed after printing. Ambulance and fire engines in the parade qualify as on sight emergency personnel.

Section VII 25.c. I will sign after FAA review.

Print form

Sign and date Section II 3.d.

Initial Section VI 24.a.-j.

Now you have completed the form. Scan and email this completed form to:

[Edwin.odell@faa.gov](mailto:Edwin.odell@faa.gov)

Subject: Memorial Day Fly Over

Or bring forms to US Flight Standards Office, EA-63 1st Floor Building 85-214. Bradley International Airport Windsor Locks, CT 06096-1009

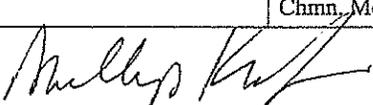
From route 75 in Windsor Locks, go west on Spring street. FSDO is on corner of Light Lane and Fire House Road.

**IMPORTANT!** After FAA review, Mr. Odell will return the form to **YOU** via email. I have asked him to CC me in those emails but it is your responsibility to make sure I get the form after the FAA review. I will sign Section VII and forward to the Air Force.

This procedure is not a local change but the Air Force and FAA's. I'd like to convey the fact that the Wing would like to see this tradition continue and we are willing to help you toward that end.

See you on Memorial Day,

Ken

REQUEST FOR MILITARY AERIAL SUPPORT ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING THIS FORM.				REQUEST NUMBER		OMB No. 0704-0290 OMB approval expires Oct 31, 2009	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.							
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.							
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.							
SECTION I - ACTIVITY							
1. CATEGORY REQUESTED (X and complete as applicable)		(1) DATE OF EVENT (YYYYMMDD)	(2) TYPE AIRCRAFT REQUESTED ANY (X) SPECIFIC (Optional)		(3) MILITARY SERVICE REQUESTED ALL (X) SPECIFIC (Optional)		
<input checked="" type="checkbox"/> a. FLYOVER (See paragraph 4 of Instructions)		20100531	Fixed Wing Jet		USAF		
b. STATIC DISPLAY (See paragraph 5 of Instructions)							
c. SINGLE AIRCRAFT DEMONSTRATION (See paragraph 7 of Instructions)							
d. OTHER AERIAL SUPPORT (i.e. Parachute Demo, SAR Demo)							
e. AERIAL DEMONSTRATION TEAM (X all requested. See Instructions.)		(a) PRIMARY DATE (YYYYMMDD)	(b) ALTERNATE DATE(S) (YYYYMMDD)		(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON (X one)		
U.S. ARMY GOLDEN KNIGHTS					YES		
U.S. NAVY BLUE ANGELS					YES		
U.S. AIR FORCE THUNDERBIRDS					NO		
OTHER (Specify)					NO		
SECTION II - EVENT AND SITE INFORMATION							
2.a. EVENT TITLE (and website, if applicable)							
Memorial Day Parade							
b. SITE OF EVENT (Must be accessible by persons with disabilities)		c. SITE CITY, STATE AND ZIP CODE		d. SITE ELEVATION (Feet above sea level)	e. RUNWAY LENGTH X WIDTH		
Post Road		Darien, CT 06820		52	N/A		
f. ARRESTING GEAR (X one)		g. TYPE OF SITE (i.e., airport, park, lake, etc.)					
<input type="checkbox"/> YES <input type="checkbox"/> NO		Parade in Town Center					
3. EVENT SITE CERTIFICATION (To be completed by an agent exercising authority for site use) I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.							
a. NAME (Last, First, Middle Initial)		b. TITLE		c. TELEPHONE NO. (Include area code)			
Phillip Kraft		Chmn, Monuments & Ceremonies Commission		(203)858-7908			
d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)			
				20100412			
4. INCLUSIVE DATES/TIME OF EVENT (YYYYMMDD)			5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? (X one)			YES <input checked="" type="checkbox"/> NO	
20100531 1015-1115hrs							
6. ATTENDANCE		7. PLANNED MEDIA COVERAGE (X as applicable)					
a. PROJECTED	b. PRIOR EVENT	<input checked="" type="checkbox"/> TELEVISION		<input checked="" type="checkbox"/> PRINT		YOUR MEDIA/PR POC (Name/telephone/email):	
2500	2500	<input type="checkbox"/> RADIO		<input type="checkbox"/> NONE		philkraft@optonline.net	
SECTION III - SPONSOR INFORMATION							
8. LOCAL SPONSORING ORGANIZATION					b. TYPE (X one)		
a. NAME					<input type="checkbox"/> PROFIT		
CT Air National Guard					<input checked="" type="checkbox"/> NONPROFIT		
9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT (Please PRINT all contact information.)							
a. (X one)		MS.		b. NAME (Last, First, Middle Initial)		c. RANK (If military)	
<input checked="" type="checkbox"/> MR.		<input type="checkbox"/> OTHER		LaTona, Kenneth S; Cloutier, Kelly A		Lt Col; SMSgt	
d. ADDRESS							
(1) NUMBER AND STREET/SUITE NUMBER			(2) CITY		(3) STATE	(4) ZIP CODE	
100 Nicholson Rd			East Granby		CT	06026	
e. TELEPHONE NO. (Include area code or DSN if military)			f. E-MAIL ADDRESS			g. FAX NO. (Include area code)	
(1) 860-292-2356			kenneth.latona@ang.af.mil			860-292-2333	
(2)			kelly.cloutier@ang.af.mil				

10.a. EVENT TITLE Memorial Day Parade		b. EVENT DATE 20100531	
<b>SECTION III - SPONSOR INFORMATION</b> (Continued)			
11. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT (X one)		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? (X one)		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? (X one)		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? (X one)		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? (X one)		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION</b> (Airspace Coordination)			
<b>FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</b>			
<p>For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I EXCEPT AIRCRAFT STATIC DISPLAYS. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p>			
16. FLIGHT STANDARDS DISTRICT OFFICE REVIEW I have reviewed the requested activity in Section I and determined that: (X and complete as applicable)			
a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.			
b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: (Specify)			
c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.			
d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.			
e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. (Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)			
f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.			
g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.			
17. FEASIBILITY DETERMINATION. Based upon my review of this site, I find the site to be: (X one)			
<input type="checkbox"/> SATISFACTORY		<input checked="" type="checkbox"/> <b>CONDITIONAL SATISFACTORY</b> (See NOTE)	
		<input type="checkbox"/> UNSATISFACTORY (See NOTE)	
NOTE: If the show site is marked "Conditional Satisfactory", explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.			
18. ADDITIONAL COMMENTS (Mandatory if FARs are waived)			
All flights must be conducted in accordance with 14 CFR 91			
19. COORDINATING OFFICIAL			
a. NAME (Last, First, Middle Initial) Odell, Edwin H.		b. FLIGHT STANDARDS DISTRICT OFFICE EA-FSDO-63	c. TELEPHONE NO. (Include area code) 860-654-1012
d. TITLE AND SIGNATURE  Supervisor		e. DATE SIGNED (YYYYMMDD)	

20.a. EVENT TITLE Memorial Day Parade	b. EVENT DATE 20100531
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**SECTION V - PROGRAM**

21. PROGRAM THEME AND OBJECTIVE *(Please explain how aviation support is an integral part of the event.)*

CT ANG plans to fly over as many parades as we can support with 4 different sorties throughout the day.

**22. CHARGES AND FEES**

a. ADMISSION \$ 0.00	b. PARKING \$ 0.00	c. SEATING \$ 0.00	d. OTHER <i>(Specify)</i> \$ 0.00
e. DOES EVENT RAISE FUNDS? <i>(X one)</i> <input type="checkbox"/> YES <i>(Complete 22.f. and 22.g.)</i> <input checked="" type="checkbox"/> NO	f. FUNDS WILL BE USED FOR <i>(X as applicable)</i> <input type="checkbox"/> (1) CHARITIES <input type="checkbox"/> (2) EXPENSES <input type="checkbox"/> (3) PRIZES		g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS <i>(Company, Charity or Organization to benefit)</i> N/A
		<input type="checkbox"/> (4) OTHER <i>(Explain in 22.g.)</i>	

**23. HISTORICAL INFORMATION**

a. LIST ALL YEARS THE EVENT HAS BEEN HELD 1865-2009	b. LAST AERIAL DEMONSTRATION AND YEAR OF PERFORMANCE <i>(i.e., Blue Angels, Thunderbirds, Golden Knights)</i>	c. LIST CIVILIAN AND MILITARY AIRCRAFT AT LAST YEAR'S EVENT CT Air and Army National Guard
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**SECTION VI - SUPPORT** *(All Requests other than Flyovers)*

24. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)</i>	INITIALS
a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time)</i> . FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.	
b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>	N/A
c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits)</i> FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. <i>(Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>	N/A
d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>	N/A
e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (i.e., B-2 and F-117) will require extensive security.)</i>	N/A
f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.	N/A
g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.	
h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.	
i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.	
j. PROVIDE LOCAL MILITARY RECRUITERS, AT NO CHARGE, PRIME SPACE AT THE EVENT SITE FOR RECRUITING ACTIVITIES.	

**SECTION VII - CERTIFICATION BY SPONSOR**

25. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER <i>(If military sponsored)</i> I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.		
a. SIGNATURE	b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE Kenneth S. LaTona, Lt Col, 103 OSF/CC

## INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (maximum of 3 days) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds*) to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to contact units and coordinate any possible military unit participation. **The event sponsor is required to inform all the other requested military services once acceptance of any military aviation participation has been confirmed.**

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. To locate nearest FSDO, visit FAA's website at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/).

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.

4. Requests for flyovers will be considered only for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (*one day only*) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers, not to exceed four aircraft, may be performed by operational or training aircraft as determined by the providing Military Service. **Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. Once a military organization confirms flyover support, sponsor must then notify any other military service requested, so they will not participate in the same event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (*Blue Angels and Thunderbirds*) will be considered only for events

6. (*Continued*) which are: (1) aviation oriented (*i.e. air shows, airport events, historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (quarters and meals) of \$6,000 per official demonstration (including any performance where admission is charged to view a team) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by August 1 of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. NOTE: Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (*i.e., F 15, F 18, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by January 31 each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. For **legibility reasons, event sponsors are highly encouraged to fill out applicable information on-line prior to printing form out.**

### ARMY

Office of the Chief of Public Affairs  
Attn: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 695-2957 (voice)  
(703) 695-6253 (fax)  
<http://www4.army.mil/outreach/assets/>

### NAVY

Navy Office of Community Outreach Attn:  
Aviation Support  
5722 Integrity Drive, Bldg 456-3  
Millington, TN 38054  
(901) 874-5803 (voice)  
(901) 874-5813 (fax)

<http://www.navy.mil/palib/aircraft/airshows/airshows.html>

### MARINE CORPS

Headquarters, U.S. Marine Corps  
Attn: Aviation Coordinator  
2 Navy Annex (PAC)  
Washington, DC 20380-1775  
(703) 692-7434 (voice)  
(703) 614-2358 (fax)  
[www.usmc.mil/community](http://www.usmc.mil/community)

### AIR FORCE

SAF/PAN  
Attn: Aviation Support  
1690 AF Pentagon  
Washington, DC 20330-1690  
(703) 695-9664 (voice)  
(703) 693-9601 (fax)  
[www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil)

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**