

Flyover Requests –Air and Army aviation assets

1. It is requestor's responsibility to complete forms, obtain FAA sign off (*see below*) and approval from either the Secretary Air Force – Public Affairs (SAF-PA) <http://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home> or the Army, <http://www4.army.mil/ocpa/resources/requestassets.php>
2. Upon approval, it is requestor's responsibility request support from Air wings or Army Aviation units (*a list of Air Wings is on their website at "Find an Aircraft")-for Army Aviation units, see below.*)
3. Each of the above sites has instructions on how to proceed. It is recommended that requestor first complete form DD2535 online at the SAF-PA site, print it out, and use that for requests for all requests (*Air or Army support*).
4. Upon completion of the DD 2535, requestor will need to **FAX form (501-918-4403)** to the Arkansas FAA office for sign-off. Call to verify receipt of form and expedite return to you:

POC's: Karry Ray
Cell: 501-831-0368
Phone: 501-918-5041

Jim Malecha
Cell 505-400-0609
Phone: 501-918-4410

FAA
LIT District
1701 Bond Street
LR, AR 72202
501-918-4403 (fax)
501-918-4400 (office phone)

NOTE: FAA will not be responsible for forwarding completed request form to Air Force or Army for completion of approval request form DD2535. REQUESTOR MUST FAX.

5. Unless specific type of aircraft is desired, recommend faxing the DD 2535 to both the Army and Air Force to request approval. This will greatly increase the chances of getting approval. The following are the numbers to fax the DD 2535:
 1. Air Force (SAF-PA): (703) 693-9601
 2. Army: (703) 614-3354
6. UNLESS THE EVENT IS TO CELEBRATE A SPECIFIC PATRIOTIC HOLIDAY (Armed Forces Day/Memorial Day/Independence Day/Veterans Day/POW/MIA Day), requestor needs to also complete an Exception to Policy (ETP) form and forward with the DD2535.
7. Upon receiving approval, it is requestor's responsibility to gain support. Recommend requestor contact many air wings and units as possible. The Air Force site (SAF-PA) has a link for "finding an aircraft." For an Army Aviation units contact list, please [click here](#) .

8. PLEASE NOTE: Once approval has been received, if requestor has been told by an Arkansas National Guard asset (either Air or Army) they will support, requestor is required to contact the Arkansas National Guard Public Affairs Office to obtain a letter of approval from the Adjutant General. Call (501) 212-5021 or e-mail adrienne.brietzke@ar.ngb.army.mil - A letter of approval by the wing or unit commander is also required to be forwarded to this office.

Note:

1. AIR SUPPORT: The states' adjutant generals no longer have initial approval authority for Air Force wing support for patriotic holidays. As of October 2007, ALL Air wing flyovers have to be initially approved by SAF-PA.
2. ARMY SUPPORT: The states' adjutant generals continue to have approval authority for the patriotic holidays listed above.
3. Be SURE to fill out the forms completely and sign all the signature blocks – if you're not sure, call the numbers provided for assistance. If the form is incomplete, you won't receive a request for further information, your request won't be approved.

For requesting Army aviation unit support:

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

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/ 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.