

Thank you for contacting our office about the possibility of having a B-1 flyover or static as part of your event. Please note, all requests for support require approval from the Secretary of the Air Force Public Affairs Office. There is a website dedicated to these requests.

The process for requesting a flyover has changed over the years. We cannot submit a request for event planners - they must complete and submit the form. Once approved, the event planners can contact our office to confirm it is approved. We can then push the info to the wing scheduling office to review and determine if the base can support the event.

All approvals for aerial support have to be requested through the Secretary of the Air Force's Public Affairs office, via the below website. Fortunately, most of the process is online and, while not self-explanatory, it's not too complicated. Please follow the steps below and let me know if you have any questions.

1. Visit the SAF/PA Aerial Events website:

<http://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home>

2. Click the red **"New Request"** button at the top left side of the home page.

3. Read through the eligibility requirements -- it states that all sporting events require Air Force Public Affairs exception-to-policy approval regardless of the date. This is something for you to be aware of, but we will engage our higher headquarters to see if additional paperwork is required.

4. Select **"Create a New Request"**, and input the best email for you to be contacted through and then again to confirm 5. Read through the **REQUEST PROCEDURE** on the next page, click **"Print Instructions"** and review these as well. I recommend you save them for your records as well.

6. At this point, a request number has been assigned to you. It can be found near the top right corner of the screen. Copy and save this to your desktop for future use. Click **"Continue"**

7. Input all of the required information* for the event POC, or point of contact.

8. Once complete, click **"Save & Continue"**

9. Input all of the required and applicable information* for the event and site details. I believe you don't need to include any details on the certifier, as this is a requirement for Air Force bases; no need for runway info, as you're only requesting a flyover.

10. Once complete, click **"Save & Continue"**

11. Input the details of your request on the **"Type of Aerial Support"** page

12. Click **"Save & Continue"**

13. Input the required and applicable information on the **"Event Details"** page

14. Click **"Save & Continue"**

15. Read through all of the terms and conditions. If you have any questions on any of them, let me know and I may be able to provide amplifying data. Some may not apply since you are not hosting any military aircraft on the ground.

16. Select the box next to **"I accept the terms and conditions above"**

17. Select **"Continue"**

At this point, your request has been submitted. I believe a page will appear with confirmation. This is what is required to mark your initial request. You can check the status of at any time using your Request Number, by selecting **"Existing Requests"** on the main webpage. However, there is additional paperwork you will need to follow-up with to complete the process.

After clicking the final **"Continue"** you should be able to download the filled-in form DD2535, which was built by your answers. You will need to have Section IV, FAA Coordination, reviewed and signed by your local FAA rep (you can call the Belle Fourche airport to find out who that is). Instructions on who to contact for your area are included in the printed Instructions at the beginning of the process.

Once this is complete, you will need to have the appropriate people (coordinating official is you for block 19, the POC for block 9 should be someone from the event site itself who can answer any

questions regarding where the flyover should be, and the sponsor in block 25 will be your organization president or chairman) provide wet initials or signatures for all applicable sections.

Finally, when the form is completely filled out, scan it and email it to SAF.PA.AF.Aerial.Events@us.af.mil.

Please also send a copy to the 28th Bomb Wing Public Affairs shop at 28bw.public.affairs@us.af.mil.

When/if your event is approved, notify us again and we will work with the 28th Operations Group (the aviation side of the base) to determine our ability to support with a B-1 at that time.

We look forward to hearing back from you. Have a great day.