



# 7 Steps to Getting Army Aviation Support for your Event

Prepared by Army Outreach Division at <https://www.army.mil/comrel/>

## Requestor Steps

**#1 Download Form**

- ✓ *Does NOT apply to Military Funeral Honors*
- ✓ Go to <https://go.usa.gov/xnBsG>
- ✓ Download DD 2535

**#2 Aerial Request**

*Select all that apply*

- ✓ Flyover
- ✓ Static display
- ✓ Single aircraft demo
- ✓ Aerial demo team



**#4 Describe Event**

- ✓ Title
- ✓ Date & Time
- ✓ Venue name & info
- ✓ Theme & objective
- ✓ Historical information
- ✓ Army recruiting involvement
- ✓ Civilian aerial participation
- ✓ Expected attendance
- ✓ Type of media coverage



**#5 Affirm Support**

- ✓ *For Golden Knights show fees & support requirements go to <https://go.usa.gov/xn82g>*
- ✓ Obtain FAA approval
- ✓ Provide Security
- ✓ Fire & Medical support
- ✓ Communications
- ✓ Free & prime event space for Army recruiting activities
- ✓ Formally recognize unit and individual crewmembers



**#6 Coordinate with FAA**

- ✓ *Allow 45 days minimum for processing*
- ✓ *FAA official will complete Section 4 & return to requesting organization*
- ✓ Go to <https://go.usa.gov/xnKXJ> to find the FAA office servicing your area
- ✓ Submit DD 2435 (minus Section 4) to the FAA office
- ✓ *Questions? Contact Army Outreach Division at (703) 697-9603 or [usarmy.pentagon.hqda-ocpa.lst.crd1@mail.mil](mailto:usarmy.pentagon.hqda-ocpa.lst.crd1@mail.mil)*



**#7 Submit Request**

*Only submit to one location*

Submit to nearest:

- ✓ Army installation
- ✓ State Adjutant General office
- ✓ National Guard unit
- ✓ Army Reserve unit
- ✓ Fax to Army Outreach Division at (703) 614-3354



**Army Outreach Steps**

**#8 Complete Packet**

- ✓ Completed DD 2535
- ✓ Cost Estimate
- ✓ Legal opinion letter
- ✓ **Higher headquarters approval**

**#9 Receive Approval**

- ✓ Chief of Public Affairs authority



- ✗ Fundraiser
- ✗ Not open to general public
- ✗ Restricts entry due to race, religion, sex or color
- ✗ Not supported by local government
- ✗ Endorses private or political individual, group, or organizations
- ✗ Less than 60 days until event
- ✗ Before or After Civil Twilight (day specific)
- ✗ Attendance Less than 5,000 people
- ✗ Interferes with regular employment of local civilians
- ✗ Not coordinated with FAA (except aircraft static displays)