

NAVY PARACHUTE TEAM PERFORMANCE HANDBOOK

I. INTRODUCTION

1. Background

The primary mission of the Navy Parachute Team (NPT) is to support Naval Special Warfare recruiting by gaining access and exposure to appropriate candidates through aerial parachuting demonstrations.

2. Purpose

This handbook is designed to assist the Show Sponsor (Navy recruiting personnel, military installations, appropriate civilian organizations, or combinations thereof) in planning and conducting performances by the NPT. Careful adherence to the requirements explained herein will greatly assist and assure the NPT's successful appearance in your scheduled event. In order to ensure the timely execution of essential requirements, it is imperative that pre-show planning begins 90 days prior to the scheduled event. We encourage the show chairperson to assign a committee member to act as the sole liaison for the NPT. Further, it is recommended that a local news media representative or a professional public affairs specialist be employed as the public affairs spokesperson.

3. Acquiring the Navy Parachute Team

All requests for participation by the NPT should be sent to the NPT. Event requests can be received at any time, but the NPT schedule must be approved by the military chain of command. Requests received during the show year will be considered on an individual basis in the event of other cancellations. Copies of the request, which can be found on the last two pages of this handbook or at our website (www.leapfrogs.navy.mil), should be forwarded via email, fax or mail to:

U.S. NAVY PARACHUTE TEAM
2000 TRIDENT WAY, BLDG 624
SAN DIEGO, CA 92155-5599
Fax: 619-537-2023
Email: navyparachuteteam@gmail.com

Upon approval of the NPT demonstration schedule, each requestor will be contacted by the NPT show scheduler to confirm NPT attendance or to express regrets for being unable to perform.

4. Pre-Show Planning and Coordination

The NPT show scheduler has been specially selected and trained in all financial, logistical, operational and personnel matters for the NPT. He will be your direct link to the NPT and will work closely with you, or your liaison, throughout the planning process. Having a designated liaison will greatly aid in the preparation and execution of all logistics as well as being the NPT's direct point of contact at the show site. The Show Sponsor's liaison should have a thorough understanding of the NPT requirements, as he/she will be working closely with the NPT's show scheduler.

The primary mission of the NPT is to inform the public about opportunities in the Navy. The team may schedule jumps at high schools and colleges in addition to community engagement activities not to interfere with the sponsor's event. It is important that the show sponsor remains flexible in order to facilitate NPT's support of these activities, which typically occur the day of the practice jump. Local recruiters must also be given the opportunity to set up information booths in conjunction with NPT's events in order to aid the recruiting mission.

5. Financial & Logistical Responsibilities

A. Jump Aircraft/ Transportation

The NPT usually arranges military jump aircraft and round-trip military transportation for events. Occasionally, military aircraft may not be available for the jump, transportation, or both. In these situations, the show sponsor will need to provide appropriate jump aircraft. If commercial transportation is required, the show sponsor needs to make roundtrip reservations a minimum of two weeks prior to the event and allow for excess baggage fees. Various combinations of military and civilian jump aircraft and transportation have occurred in the past, so working with the NPT show scheduler will greatly assist in these matters.

B. Lodging

The show sponsor will arrange one non-smoking room per NPT member, per night, from arrival to departure. Normally, the NPT will arrive at the show site two days in advance of the scheduled event and depart the day following the event. The show sponsor should make accommodations for the NPT in suitable lodging close to the airfield or show site. Please consult the show scheduler prior to confirming any room reservations. The NPT recommends the show sponsor pay for lodging directly (an alternative is combining payment with per-diem rate).

If military transportation is available, please consult with the NPT show scheduler to ensure reservation requirements for military aircrew members.

For shows on military installations, the NPT requests ALL members be in the same building for ease of movement during the course of the event.

C. Vehicle Support

Vehicle support for the NPT is typically four (4) minivans. The NPT is flexible on vehicles; speak with NPT show scheduler to adjust. If military transportation is available, the show sponsor will provide one additional minivan and one sedan for the aircrew. Please consult with the show scheduler concerning any vehicle-related matters. Courtesy cars will significantly defray the costs of renting vehicles. Full liability coverage for vehicles will be the responsibility of the show sponsor. When required, flight line and gate passes should accompany all NPT vehicles. To expedite transfer of the NPT and their equipment to the place of lodging, all vehicles must be available at the NPT's point of arrival.

D. Per Diem

The show sponsor must provide the government's local meal per diem rate, including the days of arrival and departure (for a maximum of 15 personnel). \$500 will be added to the total to cover incidental expenses (\$300 for shows within 200 miles of San Diego) such as fuel, tolls, extra/oversized baggage, etc. This cost is consistent regardless of number of personnel. Meal tickets/coupons are not acceptable.

Make payment to: **U.S. TREASURY.**

Send no later than one month prior to the NPT arrival to:

BART GARDELLA
c/o U.S. NAVY PARACHUTE TEAM
NAVAL SPECIAL WARFARE COMMAND
2000 TRIDENT WAY, BLDG 624
SAN DIEGO, CA 92155-5599

Military line of accounting can be sent via **FAX (619) 437-0877**

For payment questions, please contact Bart Gardella at (619) 437-3936

6. Event Functions

Members of the NPT may be available to appear at social functions. Requests should be coordinated between the show scheduler and the show sponsor. Please note that as government employees, team members are NOT authorized to accept gifts valued at more than \$20, to include meals and event tickets. The team appreciates your cooperation and understanding in preventing the appearance of impropriety by government employees.

II. PERFORMANCE PREPARATION

1. Purpose

This section will provide necessary information to properly prepare for an NPT performance.

2. General

A typical NPT performance consists of highly-qualified parachutists exiting from an aircraft, linking open blue and gold parachutes, using colorful smoke, carrying flags and landing in a predetermined area. Team members may exit in one or two separate groups. Total show time from the beginning to the end of the narration is usually no more than 15 minutes. Most performances last between 4-10 minutes, but shows can be tailored to the event (due to television timelines, etc.). Please allow an interval of at least two hours between performances for days with two or more jumps. This may be subject to change due to operational necessity. An example of a typical performance timeline is:

12:00 Jump aircraft takes off

12:10 Drop wind drift indicators. Minimum 2,000 ft. above ground level (AGL).

12:15-:35 Climb to drop altitude. Maximum 12,999 ft. AGL.

12:37 Narration begins

12:40 1st Jump Pass

12:46 2nd Jump Pass

12:52 All jumpers on the ground

12:55 Performance Complete

For night performances, the NPT may use flares (a bright pyrotechnic device similar to sparklers that may be seen from up to 20 miles away). The flares add a truly unique dimension to night demonstrations. The show sponsor is responsible for purchasing flares directly from the manufacturer, with guidance from the show scheduler. Once arranged for and rigged, the flares cannot be returned and/or refunded. Show sponsor will pay for devices and all supporting elements (e.g.: gerbs, squibs, 9v adapters, batteries).

3. Rehearsal

A complete practice performance is normally required by the NPT the day before the show performance, or on the day of the event. The same flight crew scheduled for the official event should be used for the rehearsal performance. This practice jump is conducted for safety reasons. The practice performance also provides the Show Sponsor an opportunity for media coverage. With proper coordination, video and still photos of the NPT in action at the show site can be shot during this practice. The NPT encourages show sponsors to invite local groups (Boy Scouts, Civil Air Patrol, high schools, grade schools, church groups and youth groups, etc.) to both air show and stadium practice jumps for a more personal, behind-the-scenes view of a demonstration. Working with the show sponsor, the NPT may invite local Navy recruiters to practice performances so they may bring interested candidates.

4. Drop Zone Conditions

Any level surface area may be used as a Drop Zone (DZ). The minimum distance from any major obstacle is normally 100 feet, but the final decision rests with the NPT Officer-in-Charge. Major obstacles include large buildings or trees. A single tree, pole, ditch or fence should not be considered a major obstacle. As a rule of thumb, the DZ should be the size of a football field (100 yd x 50 yd). Smaller DZs may be used, but the NPT performance may have to be altered. In accordance with current Federal Aviation Administration (FAA) regulations and doctrine, the NPT provides the following statement concerning the aerial demonstration scheduled in your district: *The NPT will inspect the drop zone upon arrival and will determine whether adequate safety margins exist for the performance(s).*

5. Stadium Jumps

Parachute demonstrations into stadiums are often conducted as part of a pre-game or half time show. They are frequently scheduled on a very strict timeline with other events (e.g.: the National Anthem, introduction of the players, band performances, cheerleader routines, or fireworks). The NPT must be thoroughly briefed by the show sponsor and informed of any field activity scheduled before or after the parachute demonstration. The field must be cleared prior to the jumpers exiting the aircraft. Additionally, a member of the stadium staff must be located with the NPT Drop Zone Safety Officer (DZSO) throughout the performance.

6. Spectator Area

Crowd control must be provided to ensure that no spectators are allowed to enter the jump area at any time during the performance. Integrity of the spectator line is essential to the safe conduct of the show.

7. Weather Limitations

A. Precipitation

The NPT frequently jumps in light rain. However, due to safety concerns the NPT will forgo any jump during steady or heavy rain, snow, sleet or hail.

B. Clouds/Low visibility

FAA Flight Visibility and Clearance from Clouds Requirements (FAA SEC.105.17) contain strict guidance, which must be adhered to in the event of inclement weather.

C. Wind

Maximum winds for all demonstration jumps into stadiums and open fields are as follows:

- Stadiums. Wind velocity not to exceed 15 mph. Winds will be measured at the top of the stadium and turbulence should always be expected.
- Open Areas. Wind velocity on DZ not to exceed 21 mph. In addition, gusts not to exceed a difference of 10 mph or more in velocity; example: winds on the DZ of 5 mph gusting to 16 mph would be a no jump situation.
- DZSO may cancel a jump due to an unsafe situation based on the drop zone size, turbulence around obstacles or around the drop zone, and personal experience. Jumper safety will not be compromised.

8. FAA Regulations

The FAA representative for your area must be contacted well in advance (45-60 days) of the scheduled performance. The FAA can provide expert advice for compliance with FAA regulations applicable to your scheduled event. Two items will need to be completed by your local FAA representative: FAA Form 2535 and FAA Form 7711 (which must be submitted 60 days prior to the event). The show sponsor will need to complete FAA Form 2535 and have the FAA sign it (this is not an approval, it is a heads up to the FAA as to your event plans). The NPT will complete the FAA Form 7711 (this form is for airspace authorization), **with the exception of air shows**. A copy of the validated FAA authorization must be made available to the NPT if filed by the show sponsor. Once NPT (or show sponsor) has the authorization from the FAA, a Notice to Airmen (NOTAM) must be filed for the period of time the NPT is performing.

An important fact not normally known by many FAA representatives is that the NPT is a Department of Defense (DOD) sanctioned parachute team. The NPT is designated as such in the FAA Advisory Circular 91-45C (titled "Waivers Aviation Events") page 23, paragraph 35. 6

III. PUBLIC AFFAIRS

1. Pre-Show Publicity. Preparations and arrangements for pre-show publicity (TV interviews, radio interviews, public speaking engagements, advertising, etc.) should be made at least four weeks prior to the scheduled event. The NPT suggests the maximum effective utilization of pre-show publicity and can provide high-resolution photos and video. The importance of pre-show publicity cannot be overemphasized. The success of, and the attendance at your event, can be greatly enhanced by the amount and quality of pre-show publicity. The NPT has a public affairs officer who will work closely with you throughout this process.

2. Public Appearances. Please allow a sufficient time after the NPT arrival or performance for public appearances. NPT members are ALWAYS available to talk with spectators after performances. All public appearances by the NPT should be coordinated with and approved by the NPT. Any last minute changes will be considered.

A. To achieve maximum publicity aimed at stimulating show attendance, arrangements should be made for:

- Articles and pictures in local newspapers and magazines, preferably pre-show.
- Guest appearances on television by NPT members.
- Guest spots on radio by NPT members.
- Hospital visits (pediatrics wards), Veterans Administration hospital visits, high school jumps, college jumps, and presentations to particular groups or entire student bodies.
- Other events, either informal or social as may be beneficial to publicity.

B. By scheduling only one or two NPT members to meet any radio or TV commitments, more commitments can be scheduled. Since the NPT is usually not familiar with the area, we request that someone be chosen to accompany team members to scheduled appearances.

C. Appearances are made in distinctive NPT operational or social attire.

D. A schedule delineating all NPT commitments should be sent a minimum of two weeks in advance of the NPT's arrival for final approval.

3. Public Address System. The sponsor should provide a suitable address system for use by the NPT narrator. The NPT will provide music to accompany their performance on a compact disc (CD). The addition of music greatly enhances the presentation of the performance. The show sponsor should arrange for a CD player to be connected to the PA system. If the show sponsor has its own music, coordinate with NPT public affairs officer to play it during the performance.

4. Civilian Media on Military Aircraft. Approval for civilian media personnel on military aircraft is addressed on a case-by-case basis and must be approved through higher military headquarters. A request for approval needs to be brought to the attention of the NPT show scheduler at least ***TWO months in advance*** of the show date. Expect to provide: full name, SSN, address, and affiliation with event.

Show Sponsor Checklist

ASAP:

- Submit U.S. NAVY PARACHUTE TEAM REQUEST FORM to NPT at: navyparachuteteam@gmail.com, to include:
 - Title of event
 - Physical address or jump location
 - POC (including cell and work phone numbers and email)
 - Date and time of practice and show jumps

60 DAYS OUT:

- Submit 2535 Aerial Request Form – available at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2535.pdf> to the Navy Office of Community Outreach (NAVCO) for approval, to include:
 - Physical address of jump location
 - Date and time of practice and show jumps
 - POC (cell and work phone numbers and email)

NPT will provide a cost estimate to show sponsor

45 DAYS OUT:

- NAVCO forwards approved 2535s (with FAA approval) to NPT
- NPT will submit FAA waiver
- NAVCO will forward approved 2535 to SAFPA (if using Air Force assets)

30 DAYS OUT:

- All requests for COMREL activities must be submitted to NPT
- Date, time and POC of site survey
- FAA Briefs: Times and locations (Air shows only)
- Arrange meeting time/location
- Any and all passes (i.e. parking, dinner, social events) will be picked up at this time
- Confirm date, time for practice and show jumps
- Arrange meeting time/location
- Types of jumps - i.e. flags, smokes, team jerseys, night flares (for night jumps)
- If American flag is jumped, will it be coordinated with the National Anthem?
- Please give your media relations POC to NPT public affairs officer
- Submit name, address and POC for hotel (including confirmation numbers)
 - 1 room per NPT member
 - 7 room reservations for aircrew (if NPT is flying military air)
 - Not paid for by sponsor
 - Preferably in same hotel as NPT

- Provide confirmation of rental vehicles
 - NPT- 4 mini vans
 - Military aircrew – 2 mini vans or sedans (N/A if flying commercial)
 - Ensure rental vehicles are scheduled to be staged at arrival point with POC
 - Vehicles will be returned to departure point
- Per diem check should be received by NPT
- If no military aircraft available at this point, begin negotiation for commercial travel
***NPT will continue to try to schedule military aircraft**
- Arrange for use of local fitness center by NPT members for duration of stay
- Name, address and POC
- Submit list of planned social events
 - Day/time
 - Type of attire preferred:
 - a. Formal: NPT uniform or NPT Polo shirt with khaki pants
 - b. Casual: Jeans/shorts and NPT T-shirt or ringer T-shirt
- Lithographs (a maximum of two will be given out)
 - Name of person receiving lithograph
 - When, where and how presented

U.S. NAVY PARACHUTE TEAM REQUEST FORM

SECTION A

1. Primary Show Dates: _____
2. Title of Event: _____
3. Last Year's Attendance: _____ Expected Attendance: _____
4. Location (city & state): _____
5. Sponsoring Organization: _____
6. Profit or non-profit event: _____
7. Sponsor Contact Name: _____
Address: _____
Telephone: _____
Email: _____

SECTION B

Show Sponsors must pay the standard DOD per diem rate for the area in which the performance is scheduled, per member (usually between 12-15 people), per day. As an example of a typical Saturday and Sunday event, the NPT would normally arrive Thursday afternoon, perform a practice jump on Friday, do the event Saturday and Sunday, then depart on Monday. Thereby the event would be a 4.5 day event. Ground transportation for NPT members is required. Per diem costs are payable a minimum of 30 days IN ADVANCE OF EVENT. \$500 will be added to the total to cover incidental expenses (\$300 for shows within 200 miles of San Diego) such as fuel, tolls, extra/oversized baggage, etc. This cost is consistent regardless of number of personnel.

Please certify that you understand and will provide the following: **INITIAL**
(as specified in the NPT Handbook)

- a. Full DOD per diem allowance. _____
- b. Lodging for NPT (1 non-smoking room per member per night). _____
- c. Roundtrip commercial air transportation between San Diego and the event site and suitable civilian jump aircraft (if military transportation is not available). _____
- d. Vehicular transportation for the NPT and military air crew. _____
- e. A DDForm 2535 must be submitted along with this request. _____

SECTION C

1. NPT demonstrations are restricted to appropriate events at airports, stadiums, over open bodies of water or other suitable open areas of land.

Specific location of event: _____

2. NPT demonstrations must adhere to FAA Regulations which specify that spectators not be permitted within 50 feet of the jump area over which parachutists are performing. What type of crowd control is planned?

I HEREBY CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS ACCURATE AND THAT ALL RESPONSIBILITIES AND COSTS WILL BE BORNE AS INDICATED. I UNDERSTAND THAT REPRESENTATIVES OF THE NAVY WILL CONTACT ME TO DISCUSS ARRANGEMENTS PRIOR TO FINAL COMMITMENTS. I UNDERSTAND THAT THE NAVY PARACHUTE TEAM WILL NOT BE SCHEDULED FOR ANY EVENTS UNLESS SPECIFICALLY SUPPORTING NAVY RECRUITING. I WILL COOPERATE FULLY WITH NAVY RECRUITERS AND SUPPORT, AT NO CHARGE TO THE NAVY, RECRUITING ACTIVITIES AT THIS EVENT. I ALSO UNDERSTAND THAT A SCHEDULE IS NOT GUARANTEED AND, WHILE IT HAS OCCURED IN ONLY 1% OF PREVIOUSLY SCHEDULED PERFORMANCES, MAY BE CANCELED DUE TO UNFORSEEN CHANGES IN NAVAL SPECIAL WARFARE AND NAVY RECRUITING NEEDS.

SPONSOR'S NAME SPONSOR'S SIGNATURE

DATE ORGANIZATION

**U.S. NAVY PARACHUTE TEAM
NAVAL SPECIAL WARFARE COMMAND
2000 TRIDENT WAY, BLDG 624
SAN DIEGO, CA 92155-5599
Telephone: (619) 537-2025
Fax: (619) 537-2023**

navyparachuteteam@gmail.com