U.S. Air Force Parachute Team Wings Of Blue



**Demonstration Request & Support Guide**

Current as of Dec 2019

**DEPARTMENT OF THE AIR FORCE US AIR FORCE ACADEMY 98th Flying Training Squadron**

MEMORANDUM FOR WINGS OF BLUE SHOW SPONSORS

FROM: Air Force Parachute Team “The Wings Of Blue”

SUBJECT: Demonstration Support Requirements

1. On behalf of the Commander of the 98th FTS, Lt Col Abigail Frander, the “Wings Of Blue” would like to thank you for your interest in performing at your event. We take great pride in bringing professionalism and a world class performance to help make your event a success.

2. We need your support to meet our specific requirements in order to provide the type of first-class demonstration that you expect. These requirements are described in this support manual. Please read through it thoroughly and get started on the requirements as soon as possible in order to ensure the success of your event.

3. While at your event, we welcome the opportunity to jump as often as twice per day. For air shows, we can usually do a practice day/media day event the day prior.

4. Any questions regarding this support guide should be directed to your assigned demonstration coordinator. We can be reached at 719-333-3623 or DSN 333-3623.

- The “Wings Of Blue” Demonstration Team

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**GENERAL INFORMATION**

**DEMONSTRATION COORDINATOR INFORMATION**

Mailing address:

WINGS OF BLUE PARACHUTE TEAM  
98FTS DEMONSTRATION COORDINATION 9201 TALON DRIVE USAF ACADEMY, CO 80840-2099

Coordination Team Contact Information:   
 (1) Mr. Keith Tolley

Demonstration Coordinator

DSN 333-1211,

Commercial (719) 333-1211

Email: keith.tolley.3@us.af.mil

(2) Maj Joshua McCrary  
 Asst. Demonstration coordinator   
 DSN 333-1211,   
 Commercial (719) 333-1211   
 Email: joshua.mccrary.2@us.af.mil

(3) Steve Archuletta

Demonstration Team Coach   
DSN: 333-4912   
Commercial: 719-333-4912   
Email: steven.archuletta@us.af.mil

(4) TSgt Paul Willis

Media and Public Affairs Officer  
DSN 333-8758,   
Commercial (719) 333-8758   
Cell (719) 235-0211   
Email: paul.willis.1@us.af.mil

**ADVANCE/PRE-SHOW REQUIREMENTS**The following areas require sufficient lead-time to ensure support requirements are met:

a. Written request to USAF Parachute Team “Wings Of Blue” sent to [AFPTDemo@us.af.mil](mailto:AFPTDemo@us.af.mil)

b. Funding   
c. Lodging   
d. Ground transportation   
e. Airlift / Jump Platform.   
f. Pre-show publicity   
g. All events require approval through Secretary of the Air Force Public Affairs (SAF/PA) www.airshows.pa.hq.af.mil

**PRELIMINARY INFORMATION**

**WRITTEN REQUEST** All requests for appearances of the Wings Of Blue (WOB) must be directed to the USAF Air Force Parachute Team “Wings Of Blue” Demonstration Team Office. The Demonstration Team Office can also provide guidance on how to request WOB through SAF/PA see item (g) above. Send requests or inquiries to AFPTDemo@us.af.mil. Due to coordination requirements, other commitments, and conflicts, we encourage all sponsors to make their requests as early as possible. When your request is approved by the Parachute Team and SAF/PA, you will receive written confirmation from both offices.

Once approved, detailed coordination will be accomplished directly with the Wings Of Blue Demonstration Coordinator handling your event**.** We are available Monday through Friday from 0730 - 1530hrs (MST) at the numbers listed above.

**ADMINISTRATIVE & SUPPORT REQUIREMENTS**

**FUNDING:** The Wings Of Blue does not charge a fee for parachute demonstrations. However, the sponsor is responsible for all expenses including transportation, lodging, and living expenses (per diem) en route and at your location. **Military or Department of Defense (DoD)** sponsors/project officers must provide a fund cite to cover the expenses listed above. The TDY fund-cite number must be sent from your base Finance Office to our demonstration coordinators no later than 30 days before our scheduled departure from USAFA. **Civilian sponsors** will be required to provide a check made out to the U.S. Department of Treasury prior to or upon the team’s arrival at the show location. You will only be given the cost for actual expenses incurred by the team. You must provide in writing the name and address of the financially responsible person, sponsor, and organization to our demonstration coordinators no later than 30 days before departure from USAFA.

The total cost to the sponsor may be estimated using the following formula: Total Cost = ground transportation costs **+** lodging costs + daily FULL per diem rate **x** number of days **x** number of team members.

**LODGING:** To facilitate communication, transportation, and team integrity, we require that all team personnel be billeted together. Cadet team members of the same gender can be quartered two per room, while parachute team staff members will have their own room. Cadets cannot be roomed with staff members. The WOB Operations Supervisor is the final authority for accepting quarters. Please confirm accommodations as soon as possible and provide the name, address, and phone number of the hotel or VOQ.

**PERSONNEL:** To ensure the least amount of cost, we will bring the minimum amount of personnel to your event to make the demonstration possible. The minimum number of personnel will be the number of jumpers requested plus five people: the Drop Zone Control Officer (DZCO), the Public Affairs Officer, two ground crew and one narrator. If the Wings Of Blue is providing the airlift, that adds two pilots.

We are limited to five jumpers for any pro-rated stadium demonstration. For number of jumpers into any other demonstration, please contact our office for advice/coordination. A typical “High Show” has 12 jumpers and a typical “Low Show” has 5 jumpers. Reference the Demo Profiles attached for more information.

**AIRLIFT:** The 98 FTS has three Twin Otter aircraft that are used locally for training. As scheduling allows, we can use these aircraft to support away demonstrations. If you desire that we use our aircraft for your event, please include that information on your request letter. Parachutists must arrive at the show site in time to receive adequate crew rest prior to any jumping activity.   
 Sponsors providing airlift must include return travel to the Air Force Academy. If return transportation should become unavailable or delayed while at your event, the WOB Operations Supervisor will secure travel arrangements to return the Team on time to the Air Force Academy. Any additional travel cost is borne by the host.

**GROUND TRANSPORTATION:**Sponsor/project officer will provide vehicle support for the team and is financially responsible for all ground transportation costs. The team will require a minimum of two 15 passenger vans to carry the team and parachute equipment plus 1 sedan (3 vehicles total). A 6 passenger full size pick-up truck can be substituted for one of the 15 passenger vans. If we are supplying airlift and pilots, we will require an additional sedan. Please notify our demonstration coordinators of vehicle arrangements no later than 30 days before our scheduled arrival. We will provide properly licensed drivers.

All vehicles must have unrestricted access to the ramp / flight line area. The vehicles need to be staged at the airport adjacent to the designated aircraft parking area prior to the Team's arrival. Please remember to include all vehicle show passes, performer credentials, flight line access authorizations. This will expedite our entry and exit to the show site while preventing us from being misdirected with ordinary show traffic.



**JUMP AIRCRAFT:**If we are not bringing our own aircraft, the sponsor is responsible for providing jump aircraft for the practice jump(s) and the actual demonstration(s). All jumps will be jumpmaster directed through coordination with our Drop Zone Control Officer (DZCO). We can jump out of civilian aircraft, but this must be coordinated prior to the event. The civilian aircraft must be approved under the DoD Intrastate Paratroop Carrier contract.

**SUITABLE DROP ZONE AND SHOW AREAS:**The Wings Of Blue can jump into any FAA approved area. These include (but are not limited to) parks, football fields, baseball fields, parking lots, and airfields. If the drop zone is in close proximity to an open body of water, a rescue boat must be in place. Please contact our office with any questions about landing area specifics.   
  
M**EDICAL COVERAGE:**Appropriate medical support must be available at the site for all practice and event jumps. An EMT Basic with emergency transportation will suffice if a medical facility is within reasonable proximity.



**PUBLIC ADDRESS SYSTEM:**The Wings Of Blue can supply a narrator if so desired by the host. PA systems must be provided by the event sponsor/venue.

**SMOKE GRENADES:**We utilize smoke grenades attached to jumpers to increase their visibility to the spectators while in freefall and under canopy. Smoke grenades are often used in our “high shows”.

**Military or Department of Defense (DoD)** sponsors/project officers: USAFA demonstration coordinators have a munitions account specifically for smoke grenade transfer actions while at TDY locations. An Allocation Transfer Request (ATR) to transfer assets from our base to yours must be generated from USAFA Munitions levels and require 45 days for completion. Once you are advised of WOB commitment to your event, the USAFA demonstration coordinator must be advised how many and what type of performances you are requesting in order to transfer the required amount of grenades to your installation. Once ATR actions are complete and assets are verified at your location, the host POC must provide an approved storage facility co- located near the staging area provided. A WOB staging area close to the Aircrew Flight Equipment shop is typical as they are licensed for 1.4 class munitions although a temporary license may be required. The host POC is responsible for coordinating the delivery of smoke from host munitions storage to the temporary location at/near the staging area. **Civilian sponsors:** Please contact our office about the use of smoke grenades at your event.

**STAGING AND OPERATIONS AREA:**The parachutists require a secure staging/storage/briefing area with electrical outlets centrally located to the drop zone or landing area. The staging area should be large enough to accommodate 20 personnel, parachutes, and all associated equipment. Security from unauthorized handling of Aircrew Flight Equipment (parachutes) and equipment cannot be overemphasized. The WOB Operations Supervisor must have a key (or combination) for 24-hour access to the storage area upon arrival and throughout our stay. The closer the staging area is to our temporary munitions storage and the jump aircraft the better!

**OPERATIONS**

**GENERAL:**

Our goal is to provide you with the ideal performances for your event. The Wings Of Blue can perform a variety of different types of shows. Please provide our demo coordinator with a schedule of events for the show and work with him to ensure we are able to provide you with what you are looking for during the event. Ultimately, our DZCO and Jumpmaster will work with the sponsor on site to make the final decisions on aerial events taking into consideration weather, landing areas, etc...

**WEATHER MINIMUMS**

Weather may necessitate a change in the planned demonstration. The minimum weather conditions are:

(1) Cloud layer no lower than 3,000 ft AGL (2) Visibility of three miles or greater

(3) Surface wind limits 18 knots or less. The wind limits may be lowered depending on the site, wind direction, and obstacles. This decision will be made by the DZCO.

**PUBLICITY, PUBLIC RELATIONS & RECRUITING**

**PRE-SHOW PUBLICITY:**

The Wings Of Blue are coming to your event with three main goals in mind; (1) **recruit** and inspire young Americans to join an all-volunteer force, (2) **retain** our quality force, (3) **represent** the United States Air Force and highlight the capabilities and professionalism of the finest air, space and cyberspace force in the world.



To facilitate successful promotion of your event, please forward the following information about your show and your local area to the Wings Of Blue Public Affairs Officer ([paul.willis.1@us.af.mil](mailto:paul.willis.1@us.af.mil)).

(1) Official name of your event and any taglines/promotional slogans

(2) Your event’s public promo information (website address, social media accounts, other performers, publicity partnerships, etc.)

(3) Brief history of your city/local area/military base (e.g. training mission, combat mission, etc.). For civilian show sites, this should include any local military ties (i.e. Guard/Reserve unit in close proximity to the show site). This should also include any pertinent messages you would like us to help you disseminate (i.e. the 60th anniversary of your city).

(4) Names and biographies of the host commander (on military installations), distinguished visitors, and civilian influencers the team will meet.

**MEDIA RIDES:**

The Wings Of Blue welcomes the opportunity to have media personnel onboard during our jump demonstrations. If you have arranged a jump platform, the media member(s) must obtain approval through the owning airlift squadron. If we are performing from our Twin Otters media member(s) must contact at paul.willis.1@us.af.mil least 30 days prior to show to coordinate media ride request.

Show sponsor must ensure media members meet the following criteria: (1) Each member of the media is carrying credentials and is a bona-fide media representative (i.e. not an intern, borrowed credentials, spouse of a news reporter, etc.). (2) Each media member is dressed appropriately, to include closed toe shoes, jacket, hat, scarf, gloves, etc. as the temperatures at jump altitude can be very cold in an open-door aircraft, even in summertime. (3) Each media person will be escorted at all times by either the team members, host airlift squadron aircrew or the show sponsor’s designated Wings Of Blue POC. At no time should any media be allowed on board our aircraft (or airshow supplied jump platform) without prior knowledge and an escort. (4) Each media person must be at least 18 years old.

**PUBLIC APPEARANCES**:

The Wings Of Blue will make every attempt to attend your planned social and aircrew functions. Please give advance notice so that these events can be scheduled around other media and recruiting activities that normally occur during a Wings Of Blue demonstration.

**AIR FORCE RECRUITING:**

Recruiting is at the heart of the Wings Of Blue mission. It is essential that air show directors and Wings Of Blue Project Officers work closely with local recruiting squadron commanders, flight chiefs and community recruiters to get the most out of our visit. If you need assistance contacting your local recruiter, please call the Wings Of Blue Recruiting liaison (paul.willis.1@us.af.mil; 719-235-0211).

Once contacted, the recruiting service will assign a squadron marketer to act as the recruiting representative at each show site. The recruiting representative will then contact your Air Show/Event Project Manager and Public Affairs representative to coordinate their participation and will attend air show planning committee meetings.

We request you give full support to DoD recruiting efforts. Such support should include, but not necessarily be limited to: (1) Coordination with local U.S. Air Force Recruiting personnel and Wings Of Blue AFRS representative to schedule placement of recruiting display booth. (2) Providing, at no-cost, prime space for the recruiting display booth – this should be set up as close to show center as possible. (3) Setting up/coordinating public appearances with support from Recruiting Service personnel. The local active duty recruiter will be responsible for setting up local high school visits. Schools must be located within 30 minutes of hotel. (4) authorization of Recruiting Service personnel to accompany the Wings Of Blue to official event functions.

**POST-SHOW REPORT:**

Each show site is required to submit a post-show report to Wings Of Blue AFRS Representative (paul.willis.1@us.af.mil). This report will help us evaluate publicity campaign procedures. The Post-Show Report should arrive at Wings Of Blue AFRS 15 days after your air show.

The Post-Show Report must include: (1) The official per day crowd count. Please be as accurate as possible, and if the crowd count differs from what was originally provided immediately after the show, please indicate. (2) List of media outlets that interviewed Wings Of Blue personnel and/or provided air show coverage. (3) A media outreach number from every outlet that interviewed Wings Of Blue personnel and/or provided coverage of the air show. (4) Critique - Customer satisfaction is very important to the Wings Of Blue and the U.S. Air Force, so please critique our operation. We welcome comments and criticism, along with suggestions on how we can improve our overall operation.

//Signed//

ABIGAIL FRANDER, Lt Col, USAF Commander 98th Flying Training Squadron