

2023

United States Army Parachute Team “GOLDEN KNIGHTS”



U.S. ARMY



Golden Knights Support
Manual

v7

10/19/2023

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INTRODUCTION

Air Show Coordinators and Air Show Committees should use this Support Manual for planning, support, and follow-up of a Golden Knights demonstration. This manual represents over 60 years of aerial demonstration experience and has been thoroughly revised, updated, and validated. To ensure a successful execution for your event, the Air Show Director, Air Boss, and the individual assigned to act as the Golden Knights' single point of contact (POC) throughout the show should read and fully understand the requirements of this manual.

EVENT PLANNING AND COORDINATION: It is crucial for the show sponsor to stay in regular contact with the Golden Knights Event Coordinator to ensure all requirements are met and questions answered. Coordination with the Event Coordinator will continue to take place up to two days prior to the event, at which point all coordination will transfer to the Golden Knights Advance Representative who is a member of the demonstration team assigned to perform at a specific event. This individual will be briefed by the Event Coordinator prior to departing the Golden Knights Headquarters and will travel two days ahead of the demonstration team to perform a variety of tasks aimed at providing a smooth reception and integration of the team into the event. The Advance Representative will need to meet with the show POC immediately upon arrival to begin confirming that all support requirements have been satisfactorily met and to confirm the details involved in the execution of the show. Please note that the Advance Representative will be an enlisted member of the Team and will have the authority to make decisions on behalf of the Commander with regards to the Team's activities at the show location. We recognize that other military organizations are represented by commissioned officers on location and ask that all air show sponsors respect the responsibilities that the Advance Representative and all Team members have with regards to planning and executing a safe and effective aerial demonstration, as well as representing the United States Army before the American public, regardless of their rank.

I. GENERAL INFORMATION

A. MAILING ADDRESS

Standard USPS Mail:

U.S. Army Parachute Team
ATTN: "NAME"
P.O. BOX 73712
FORT LIBERTY, NC 28307-0126

FedEx/UPS or other delivery service:

U.S. Army Parachute Team
ATTN: "NAME"
BLDG 3-3327 Butner Rd.
FORT LIBERTY, NC 28310

B. CONTACT INFORMATION

1. USAPT Operations - Show Scheduler
 - Comm. 910.907.3205
 - Email: TR-USAREC-MEB-USAPT-ShowRequest@army.mil
2. USAPT Tandem Coordinator
 - Comm. 910.396.2036
 - Email: TR-USAREC-MEB-USAPT-ShowRequest@army.mil
3. USAPT Media Relations Director
 - Comm. 910.396.7423
 - Email: TR-USAREC-MEB-USAPT-Media_relations@army.mil
4. USAPT Budget Analyst
 - Comm. 910.396.4622
 - Email: TR-USAREC-MEB-USAPT-S8@army.mil

5. AIRSHOW INFORMATION PACKET (APPENDIX J)

1. The Air Show Information Packet is a consolidated list of essential information covering the most important details required for a successful demonstration. This packet is identical to information used by the USAPT Event Coordinator to communicate details of the event with the Advance Representative prior to their departure. As much of this information as possible should be supplied to the USAPT Event Coordinator immediately following initial coordination, with a final version being due no later than 60 days prior to the event.
2. When filling in this information, please be sure to type or print legibly with correct spelling, as the information on this form may be used to produce lithographs for distribution at the show. Additionally, please be sure to include the full name and rank of all individuals (as they will be at the time of the event), along with complete DSN, commercial, and cell numbers.

II. SUPPORT REQUIREMENTS

1. The charge for a Golden Knight performance is \$4,000 for each event day. Each of the primary days scheduled for events (usually Saturday and Sunday) are considered event days. Therefore, the charge for a standard weekend air show is \$8,000. With few exceptions, the Team plans to arrive at each event one day prior to their scheduled performance and depart one day following their last performance. These travel days are not considered "event days" and are therefore not included in the charge for the event. Each show will, however, be required to fulfill other support requirements, such as the cost of lodging and transportation for the entire event. In most cases, this allows the Team to perform a media / arrival show at no additional expense to the sponsor. **If payment is not received 30 days prior to the event, the event will be considered for cancellation and the demonstration team supporting the event will be rescheduled for another event.**

2. For civilian sponsors, payment may be sent via check made out to Defense Accounting Office. Please include **name of the event, Tax ID number, name of financing organization.**

Mail to:

Standard USPS Mail:

U.S. Army Parachute Team
ATTN: "BUDGET OFFICE"
P.O. BOX 73712
FORT LIBERTY, NC 28307-0126

FedEx/UPS or other delivery service:

U.S. Army Parachute Team
ATTN: "BUDGET OFFICE"
BLDG 3-3327 Butner Rd.
FORT LIBERTY, NC 28310

3. For military sponsors, a Military Interdepartmental Purchase Request (MIPR) DD Form 448 may be used for payment. Please include telephone and e-mail address on the MIPR:

- See above address if you are using a delivery service
- NOTE: You may scan and email the DD Form 448 to: tr-usarec-meb-usapt-s8@army.mil

4. All payments are final once the Team departs their home station to travel to the event. This holds true even though unforeseen events, such as weather conditions or maintenance issues, may require the event to be cancelled.

5. The Golden Knights exist to connect America's people with their Army to promote support for the all-volunteer force. As such, recruiter participation is an essential component to any Golden Knights performance. We require that show sponsors provide access for local area recruiters, as well as a minimum of 20' x 20' booth space. We will typically repack parachutes and sign autographs in this space. With that in mind, a location in a high traffic area central to the show line is required.

A. LODGING

1. Lodging will be provided by the sponsor, for the entire event, at no cost to the Golden Knights.
2. Accommodations must be clean, of good quality, and well kept. Primary concerns for safety and security must be considered. National franchises usually have the best rooms at the best rates. Up to 18 single occupancy rooms reserved under the name "Golden Knights" (actual number depends on coordination with Golden Knights Event Coordinator).
3. Lodging must be reputable and on par with the local maximum government rate. All rooms are reserved as close together as possible. If, upon inspection by the Advance Representative, the accommodations are determined to be unacceptable, they must be replaced at no cost to the Golden Knights.
4. The hotel should have an internal or adjacent restaurant capable of preparing full-course meals. Fast food (i.e., McDonalds, Burger King, etc.) is not considered a full-course restaurant.
5. The Advance Representative's room must be available on the morning of their arrival; usually two days prior to the Team's arrival. The remainder of the rooms must be available on the morning of the Team's arrival.
6. On military installations, all team members (i.e., officers, enlisted, males, females, etc.) will be housed in the same facility.
7. All rooms must be single occupancy rooms. The total number of rooms required is dependent upon the type of aircraft used to support your event. All rooms must have a private bathroom, high-speed internet, and climate control available.

B. TRANSPORTATION

1. Vehicle support will be provided by the sponsor at no expense to the Golden Knights. Vehicle requirements are dependent upon the type of aircraft used for the event, as well as whether a section from the Tandem Team has deployed with the Demonstration Team to provide the air show sponsor with the opportunity to provide tandem jumps for nominated individuals.
2. For the typical event, the transportation support required will be four full-sized sedans, two minivans, and one 15-passenger van. In some cases, two additional mini-vans can be substituted for the single 15-passenger van. Tahoe-style trucks and mini vans may also be substituted for the sedans. Such substitutions should only take place when the requested vehicle is not available. All vehicles should be in good condition.
3. Vehicle requirements reflect the minimum support capable of transporting our personnel and equipment; there can be no substitutions without the consent of the Event Coordinator. Because of the large volume of equipment carried by each team member, full-sized, four- door sedans (or suitable substitutes) are required. The full- size van must be a 12/15 passenger or larger van with bench style seats in the passenger compartment. All vehicles should be provided with full fuel and the show sponsor will be responsible for any incurred cost associated with the vehicles, such as parking fees.
4. One of the sedans must be made available to the Advance Representative upon his arrival - usually two days prior to the Team's arrival. All vehicles should be available for the Advance Representative to inspect one day prior to the Team's arrival.
5. All vehicles must have access to the ramp / flight line area. No restrictions will be placed on vehicles. Additionally, the vehicles will need to be staged at the airport, adjacent to the designated aircraft parking area, full of fuel prior to the Team's arrival. The vehicles will be turned in to the same location where they were received.

6. Passes to identify vehicles to security/traffic personnel should also be provided for these vehicles. This will expedite our entry and exit to the show site while preventing us from being misdirected with ordinary show traffic.

C. SUSTENANCE

1. Conducting freefall parachute jumps can be extremely physically demanding, and Golden Knights typically perform several times per show day. When considering debrief time, time spent with recruiters, re-packing and a second round of equipment preparation, often there is little time available in between performances to search for the food and water needed to maintain peak performance. We ask show sponsors to consider having food, water, and other beverages available for up to 18 Golden Knights to help ease the high tempo we experience while conducting multiple demonstrations in a single day. All Team members will reimburse show sponsors at reasonable rates for food that is purchased for them.
2. Water and ice for coolers will be supplied to the Team during summer months. This will be coordinated between the show POC and the Advance Representative.

D. OPERATIONAL

1. **Dedicated POC.** The POC (point of contact) established by the show sponsor to meet the Advance Representative and work with the Team during the event must be dedicated to that purpose. This person must be fully informed of all event activities and must have decision making authority.
2. **Event passes.** A minimum of 25 event passes per day (with parking passes) will be required for each Golden Knight performance. This is to allow Community Partners, U.S. Army Recruiters, U.S. Army Cadet Command Personnel, Cadets, Future Soldiers, and other designated military personnel to participate in the event.
3. **Cutaway coverage.** The show sponsor or POC will designate an individual with transportation for recovery during every performance. This will be done in the event there is a main canopy jettison as part of the Full Show or a malfunction. This designated individual must be equipped with a cell phone, have adequate transportation, and permission to cross runways. This individual must also meet with the ground crew at the target area 25 minutes prior to each performance.
4. **In-brief room for arrival.** The show sponsor must provide a room to the Advance Representative to in-brief the Team upon their arrival. This room must be capable of occupancy for up to 25 people with table and chairs and a restroom nearby. If tandem jumps have been coordinated as part of the event, this room can/may be used to brief passengers and press, in which case a TV capable of playing a DVD is required as well.
5. **Fuel.** Our aircraft may require fuel after each performance. It is essential that fuel be available for each request and arrive no later than 10 minutes after the aircraft has parked in its designated area and shut down engines. Although the Golden Knights will pay the cost of fuel, show sponsors are responsible for ensuring fuel is available at the government contract rate, otherwise show sponsors are responsible for reimbursing the Team for the cost of fuel above and beyond the government contract rate. If a DoD jet team is performing after the Golden Knights, it is imperative that a fuel truck be pre-positioned at the designated parking location to avoid long delays caused by the movement restriction during jet team performances.
6. **Show line diagram.** One air show diagram depicting the airfield will be provided to the Event Coordinator prior to the team's arrival. This diagram will be used to illustrate the layout of the show line and the target area.

7. **Sound.** For demonstration jumps, a sound system will be provided (already set up) that has the following properties:
 - a. Enables the narrator to view the jumpers in freefall and upon landing
 - b. Can play audio files (i.e., iPod/iPhone compatible)
 - c. Is of show quality (i.e., no megaphones, single-speaker systems, etc.)
8. **Narration.** Under no circumstances will the air show announcer promote sponsors, give shout outs, etc. over the public address system during a Golden Knights performance. The Golden Knights narrator's control of the microphone will be uninterrupted from the time they step out onto the target area until the time they close the show.
9. **Restrooms.** Restrooms (portable or fixed) should be available within 100 yards of the tie down point for the aircraft.

E. MEDICAL

1. Medical support must be available at the demonstration site. An emergency response vehicle and a paramedic or emergency medical technician is the minimum level of expertise that must be on location before the jumpers will be allowed to exit the aircraft. The rescue vehicle must be equipped with a backboard, cervical collar (neck brace), and oxygen.
2. The medical crew should check-in with the Golden Knights ground crew 25 minutes prior to each demonstration and stay with the ground crew until each demonstration is complete.

III. AVIATION REQUIREMENTS

A. BASIC AIRCRAFT INFORMATION AND REQUIREMENTS

1. **Organic Aircraft.** The Golden Knights have two C-147 (DHC-8) aircraft dedicated to support each of the demonstration teams. The C-147's are high wing, dual engine, turboprop, tri- gear, transport aircraft, manned by a 3-person crew. The support requirements for the C-147 are listed below:

- a. Fuel – JP4/JP5/JP8 or Jet A (approx. 500 gallons daily) Government Contract or Contract Rate
- b. External Power Unit – 24 volts DC, 1500 amp, 3 prong

2. **Staging Airfield.** Due to safety considerations, the following minimum conditions must exist at airfields to permit operation of our support aircraft:

	Runway Length	Runway Width	Taxiway Width	Runway/Taxiway Load Capacity
C-147	5,000 ft	75 ft	30 ft	Twin Wheel 45,000lbs

3. **Runways must be hard surface.** If the runway does not meet the weight limitation requirements, the airport manager must provide the Team with a letter of waiver, granting specific authorization for our support aircraft to land at the airfield. The Golden Knights Aviation Section will make the final decision about airfield acceptability.

4. **Aircraft Parking.** The Golden Knights require an area large enough to park the aircraft being used as a jump platform. Our C-147 does not have reverse. The area required is:

	Width	Depth
C-147	200 ft	160 ft

*NOTE: The Golden Knights aircraft will NOT be used as a static display

B. WEATHER CONSIDERATIONS

- 1. Aviation Regulations require aircraft clearance of 500 feet below the clouds. Our minimum parachute-opening altitude is 2000 feet AGL.
- 2. Wind. Surface winds cannot be excessive. The standard limit for winds is 20 kts with gusts not greater than 12 kts but may vary based upon local ground hazards and turbulence. The Team Leader will make determination of wind suitability at the time of the jump. The Team Leader is responsible for the safety of his team -his decision is final. Winds may exceed safe jump conditions but still allow for an aircraft flyby if crosswinds are not a factor. The Air Boss may make such a request with the final decision being made by the Team Leader and aircraft Pilot in Command.

C. FAA REQUIREMENTS

- 1. The Federal Aviation Administration has established regulations governing the conduct of aircraft flights and parachuting activities in the public domain. The major requirement which will impact show sponsors is the

requirement that an FAA Form 7711-2, Application for Certificate of Authorization, be submitted to the Local Flight Standards District Office (FSDO). This is required for any parachute jumps made into, or over, a congested area or open assembly of persons. The Application for Certificate of Authorization is completed by the show sponsor. A copy of the approved Certificate of Authorization (7711-1), with all the Special Provisions, must be forwarded to the Golden Knights Event Coordinator for review as soon as it is received from the FSDO.

2. The Federal Aviation Administration has authorized the Golden Knights to make the technical judgments pertaining to the safety of the jumps we make under FAA Special Order 8900.1, section 17. We, in turn, must provide a statement certifying that adequate safety margins exist at the demonstration site.
3. Site Authorization. If the demonstration site is not owned by the show sponsor or the employer of the sponsor, a letter of permission authorizing the Golden Knights to make a parachute demonstration jump onto the property must also be submitted along with the FAA 7711-2. A copy of the letter must also be provided to the show coordinator along with the approved Authorization. Note: If the jump is to be made adjacent to an airport or in an airport traffic area (ATA), permission is required from the controlling tower before the demonstration jump can be made.
4. FAA Time Constraints. FAA Form 7711-2 must be submitted to the FAA (FSDO) not later than 45 days prior to the event for air shows, and not later than 10 working days prior for all other events.
5. Notice to Airmen (NOTAM). The FAA requires that a NOTAM be filed with the local Flight Service Station (FSS) servicing your area. The show sponsor is responsible for filing ALL NOTAMs and advisories deemed necessary by the FAA. Your local FSDO or FSS can assist and advise you on how to file a NOTAM. NOTAMs can be filed by calling 1.800.992.7433

D. INSTRUCTIONS FOR FILLING OUT FAA Form 7711-2

1. Name of Organization – Your Unit or Organization
2. Name of responsible person – Preferably you Air Operations, Show Control, or head of your organization
3. Permanent mailing address – Your Unit or Organizations mailing address
4. FAR Section and number to be waived – None IAW 14 CFR 105.21/25.
 - a. Detailed description of proposed operation. The US Army Parachute Team, Golden Knights has permission from _____ to conduct a Demonstration Parachute Jump into _____ to include freefall maneuvers and canopy relative work. Time on target will be approximately _____ hrs local, with jumpers. There will be 3 passes (1-0-xx) with staggered landings on target. The USAPT Golden Knights is the US Army's official DOD sanctioned parachute team and has determined that adequate safety margins exist at this site. Jumpers will not exit the aircraft until approved to do so by _____ approach. An aerial photo of the drop zone is attached. If your event is not an air show, then eliminate "aircraft fly-by"
5. Area of operation – A circle with a 2 nautical mile radius, the center of which is located on the _____ radial for _____ nm from the _____ VOR, surface to 13,000 ft MSL.
6. (9a/9b). Beginning and ending date and hour – ½ hour before start time/date and ½ hour after end time/date.
 - a. Aircraft make and model – C147/DHC-8 unless another aircraft is being utilized.
 - b. Pilot's name – US Military Aviators
 - c. Certificate number and rating – N/A to military pilots
7. Home address:

USAPT Golden Knights
P.O. BOX 73712
FORT LIBERTY, NC 28307-0126

The remainder of the form, 9-15, is to be filled out for air show or air race only.

IV. GOLDEN KNIGHTS CAPABILITIES

A. PLANNING CONSIDERATIONS

1. The team leader for the assigned demonstration team will work with the event organizers to best determine and tailor the most dynamic aerial demonstration for your airshow or event. There will be multiple considerations that need to be examined. The following elements will be analyzed, but are not limited to:
 - a. Time allowed for performance (**min 5 mins, max 30 mins**)
 - b. Space allotted for Drop Zone (**150' x 350' required for modernized demonstration**)
 - c. Weather conditions at the time of performance
2. The following sequence illustrates exactly what actions the Golden Knights' aircraft must take to ensure the timing and landing accuracy, which is critical to the success of a Golden Knights demonstration.
 - a. The aircraft takes off 30-40 minutes prior to the scheduled start time for the demonstration.
 - b. The aircraft flies over the target area at 2,000 feet AGL for a Wind Drift Indicator (WDI) drop immediately after takeoff.
 - c. The aircraft makes left-hand orbits over the target area while the jumpmaster watches the WDI's land. WDI's are used to determine opening and exit points (approx. 2-3 minutes).
 - d. The aircraft begins climbing orbits over the target area to an altitude of 12,500 feet AGL. Orbits are 3-4 minutes in duration taking about 15-17 minutes for the aircraft to reach jump altitude.
 - e. The aircraft continues orbiting over the target area. Jump-runs are aligned to adjust timing.
 - f. "Hot target" is called up to the aircraft by the ground control, and the show begins.
 - g. Aircraft conducts fly-by (if situation permits).
 - h. Aircraft lands. The aircraft landing will be no later than 15 minutes after the show is completed. The strictness of this requirement is due to several factors, including press rider endurance and cold/thin air conditions at altitude.
3. Provisions must be made for a Wind Drift Indicator (WDI) drop over the target area for each jump performance once the aircraft reaches 2,000 feet AGL. This will be conducted immediately after takeoff. Failure to be able to drop the WDI's will result in the cancellation of the demonstration. WDI's are critical to our demonstration of actual wind speed and direction.
4. High altitude jet demonstrations (to include the Blue Angels and the Thunderbirds) cannot be scheduled immediately prior to or directly after the parachute demonstration. High altitude jet demonstrations prohibit our jump aircraft from flying overhead to set up its orbits and timing for the demonstration. Jet "run-up" will drown out any narration, and for that reason no jet "run-ups" will take place within 1000 feet of the target area.
5. A minimum of three hours is needed from the time the last jumper lands on the first show of the day to the time the aircraft takes off for the second show. This time may be extended depending on the location of the departure airfield.
6. When developing your show and schedule, please reference the above planning considerations to ensure there are no conflicts with our time requirements.

B. MEDIA / ARRIVAL DEMONSTRATIONS

1. The Golden Knights will normally perform a Media / Arrival Demonstration on the day of their arrival at the event location. This demonstration usually consists of a mass exit of jumpers during a single pass over the show site. A request for a Media / Arrival Demonstration should be addressed to the Golden Knights Event Coordinator.

2. The Media / Arrival Demonstration is geared specifically for the news media. Team members will provide personal interviews before or after each show, if requested. The Media / Arrival Demonstration is an ideal time for inviting special interest groups such as the handicapped and senior citizens to view a parachute demonstration. Our local recruiters may also conduct a function with members of the Army's Future Soldier Program.
3. It is not necessary that the Media / Arrival Demonstration be conducted at the same location as the actual air show or event. However, adequate time must be allowed for coordination of any additional airspace clearance and FAA Authorization / Waiver required for the jump.

C. NARRATOR

1. At the beginning of each performance, a single jumper will exit and freefall to a designated opening altitude. After opening his or her parachute, a flag will be deployed. That flag can be a U.S., State, POW/MIA, or other appropriate flag requested by the sponsor. Commercial sponsor flags will not be flown. As the flag is deployed the National Anthem or God Bless America can be played. After landing in the target area, the jumper will move to the show center and narrate the remainder of the show.

D. AERIAL DEMONSTRATION MANEUVERS

- **Advanced Canopy Relative Work:** Up to four jumpers fly their parachutes into one another causing what would at any other time be a malfunction and perform dynamic and exciting formations.
- **High Performance Canopy Landings:** A jumper will fly a much smaller parachute, diving at the ground before planning out inches over the ground and streaking by at speeds in excess of 70 miles per hour.
- **Synchronized High Performance Canopy Flight:** Two or more jumpers will fly their small high performance parachutes inches apart from one another in freefall like high performance jet aircraft. Following the air flight, they will perform high performance canopy landings.
- **Synchronized Wingsuit Flight:** Two or more jumpers with wingsuits on fly together merely inches apart from one another like high performance jet aircraft. At a predetermined altitude they will split off performing a bomb burst maneuver with their smoke trails.
- **Wingsuit Track Out:** Two jumpers, will exit the aircraft, the first will have on a wingsuit while the second our standard jumping equipment. They will both attempt to gain as much lift as possible, this will demonstrate the extreme difference in flight capabilities.
- **Cutaway:** A single jumper exits the aircraft and intentionally causes one of his parachutes to malfunction. This maneuver demonstrates what a parachutist would do should an actual malfunction occur.
- **Drop Flag:** A single jumper will fly our 1200 square foot drop flag, showcasing the incredible capabilities of our larger accuracy canopies to be able to land the jumper and the extra 1200 square feet of material alongside a 35-pound weight safely.
- **Low pull with flags and accuracy landings:** One or more jumpers will exit the aircraft and fly all the way down to our minimum opening altitude of 2000 feet above ground level. As this progresses you will be able to see the jumpers better and better as the accelerate earthward, being able to see the complete outline of the jumper. They will then open their main parachutes flying flags and land with pinpoint accuracy on our target.

- **Mass/Mini Mass:** During the Mass Exit, all jumpers exit the aircraft at the same time, and based upon exit altitude, join together while in freefall to form a large formation in the sky. At a predetermined altitude, the jumpers will separate, creating a bomb-burst in the sky with their smoke.
- **Stack out:** All jumpers on the plane will exit the aircraft with about 2 seconds of separation and await the Team Leaders signal. They will all simultaneously open their main parachutes and perform accuracy landings on the target.
- **Baton Pass:** two jumpers exit the aircraft and demonstrate the basics of flight control by flying their bodies together and linking up while in freefall. Once together, they will exchange a 14-inch wooden baton.

E. ADDITIONAL CONSIDERATIONS

- **Lineup.** Once all the jumpers are on the ground, they assemble in a lineup before the spectators for individual introductions and presentation of the baton to a distinguished member of the audience (selected by the sponsor and/or the Golden Knights).
- **Fly-by.** When permissible, our Golden Knights aircraft (usually a C-147/DHC-8) will conclude the show by performing a fly-by at the end of the lineup. At the conclusion of the lineup introductions, the aircraft will perform a fly-by at no lower than 100 feet AGL along the 500-foot line. The aircraft will land on the appropriate runway after the fly-by.
- **Full shows** can only be conducted over airfields or large open areas. The full show lasts approximately 30 minutes. The full show is designed to be both educational and appealing to the general audience. It consists of four basic maneuvers performed from an altitude of 12,500 feet above the ground. The maneuvers are designed to show the amount of control a jumper has while falling through the sky in excess of 120 miles per hour.

F. TANDEM REQUEST

1. Tandems are not a standard practice for every airshow or event. Tandem requests will be a case-by-case basis for each show. Tandem requests will go through our Tandem Coordinator who will assess whether our Tandem Team has the availability to support on the request date. Our Tandem Team is heavily involved with supporting the United States Army Recruiting Command and have very limited availability to take on additional request throughout the show season.

V. PUBLICITY AND PUBLIC RELATIONS

A. PRE-EVENT

1. Our Media Relations department is standing by to assist you to publicize the Golden Knights' involvement in your event. If you would like to request a digital Media Release Kit or would like ideas on how to publicize your event, please contact our Media Relations Director.
2. Coordination for media related activities, to include a Press Show, may be conducted through the USAPT Event Coordinator prior to the event. Please note that requests for a Press Show may be declined based upon logistical considerations.
3. USAPT Media Relations Director:
 - a. Email: tr-usarec-meb-usapt-media_relations@army.mil
 - b. Comm: 910.396.7423

B. MEDIA RIDES

1. While on show site, our Team receives many requests to place members of the media aboard our aircraft. We welcome the opportunity to meet with the media and have them on board during each flight, but we stress that the show sponsor must ensure they meet the following basic criteria:
 - a. 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.).
 - b. Each media person 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.
 - c. Each media person will be always escorted by either the Team members or the show sponsor's designated Golden Knights POC. At no time should any media be allowed on board our aircraft without our prior knowledge and an escort.
 - d. Each media person must be at least 18 years old.
 - e. The maximum number of press riders for any given flight is six.

C. MEDIA FEEDBACK

1. Our continued ability to support the air show community comes largely from feedback we receive from performances around the country. To that end, we respectfully request that show sponsors try to send us newspaper clippings, copies of television coverage, and include us on social media as we may generate in support of their event.
 - [Facebook.com/usarmygoldenknights](https://www.facebook.com/usarmygoldenknights)
 - [Youtube.com/usarmygoldenknights](https://www.youtube.com/usarmygoldenknights)
 - [Instagram.com/armygoldenknights](https://www.instagram.com/armygoldenknights)
 - [Twitter.com/ArmyGK](https://twitter.com/ArmyGK)

APPENDIX A

COORDINATION TIMELINE & OPERATIONAL CHECKLIST

A. EVENT COORDINATION TIMELINE

1. 1 Year - 3 Months Prior

- a. Submit completed DD 2535 to the GK Scheduler.
- b. Receive Confirmation that event has been added to the GK schedule (at ICAS or via phone or email conversation with GK Operations).
- c. Select a single point of contact (POC) for all coordination with the Golden Knights.
- d. Submit an Airshow Information Sheet to GK Event Coordinator as soon as possible. Update missing information as soon as possible.
- e. Read and understand the contents of this Support Manual.

2. 60 Days Prior

- a. Send show fee to GK Operations no later than 60 days prior to the event.
- b. Final Airshow Information Sheet submitted to GK Event Coordinator.

3. 30 Days Prior

- a. Submit changes to the GK Event Coordinator whenever needed, but not closer than 30 days prior to the event.

4. Two Weeks Prior

- a. Forward a copy of all FAA Certificate of Authorizations with all Special Provisions to the GK Event Coordinator no later than two weeks prior to the event.

5. Two Days Prior

- a. POC meets GK Advance Representative at pre-arranged location and time with the Advance Representative Checklist.

6. Two Weeks After

- a. Send media coverage details to the GK Media Relations Director.

B. EVENT OPERATIONAL CHECKLIST

1. Point of Contact

- a. Only one individual is assigned as the POC throughout the planning process. Individual is dedicated to the Golden Knights and has no other additional duties.

2. Event Passes

- a. A minimum of 25 event passes per day (with parking access) is provided to the Advance Representative.

3. Cutaway Coverage

- a. A dedicated driver with vehicle and access to all areas of the show site will be on station throughout any Golden Knights performance. Meets ground crew 25 minutes prior.

4. Arrival In-Brief Room

- a. A room will be provided for the Advance Representative to in-brief the Team upon their arrival. Room must be large enough for 25 people, have access to a restroom, and be equipped with tables and chairs.

5. Fuel

- a. Fuel trucks meet GK aircraft not later than 10 minutes after the aircraft has parked and shut down engines. Fuel should be sold at the government contract rate.

EVENT OPERATIONAL CHECKLIST (cont.)

6. Show Line Diagram

- a. One air show diagram depicting the airfield and landing area will be provided to the Advance Representative.

7. Sound

- a. A sound system will be provided for media shows whenever possible.
- b. For jumps, a sound system will be provided that enables the narrator to view the jumpers in freefall and upon landing, can play portable media music, and is of good quality

8. Narration

- a. No announcements will be made over public address systems during the Team's performance.

9. Recruiting Space

- a. A minimum of 20' x 20' space will be designated for use by local area Army recruiters. This space will be positioned in a high traffic area central to the show line.

10. Medical

- a. Medical coverage, consisting of a minimum of one paramedic or emergency medical technician, will be on site for each demonstration jump. Medical crew will check in with the GK ground crew 25 minutes prior to each performance.
- b. Medical rescue vehicle is required and must be equipped with a backboard, cervical collar (neck brace), and oxygen.

11. Night Shows

- a. Target area will have unobstructed and level ground. Size of landing zone will be determined by the Team Leader to assess adequate space based on event location.
- b. Area is well lit with lights a minimum of 15' above the ground.

APPENDIX B

PERSONNEL SUPPORT CHECKLIST

A. Lodging

- a. Up to 18 single occupancy rooms reserved under the name "Golden Knights" (actual number depends on coordination with GK Event Coordinator). Lodging is reputable and on par with the local maximum military rate. Golden Knights are co-located with other DoD teams whenever possible. All rooms are reserved as close together as possible.
- b. Advance Representative's room is available the morning of his arrival. All other rooms are available for inspection prior to Team's arrival. Advance representative has access to all room keys prior to Team's arrival.
- c. All male, female, officer, and enlisted housed in the same area (military installations only).
- d. Hotel must have high speed internet available and climate controls standard in all rooms.
- e. Hotel must also be near a restaurant serving full-course meals.

B. Transportation

- a. All vehicles specified in Section III (C) are provided.
- b. One sedan provided to the Advance Representative upon his arrival.
- c. Passes to identify each of these vehicles to security and traffic personnel are provided to the Advance Representative. All vehicles have access to the ramp / flight line area.
- d. All vehicles are clean, fully fueled, and have low mileage.

C. Athletic

- a. Access to a suitable gym facility (if available).

D. Sustenance

- a. Provide water and ice for coolers during summer months.
- b. Bring food and water for purchase for 18 Golden Knights in between same-day performances when possible. Inform the Advance Representative ahead of time that food (from vendors or otherwise) will be made available for purchase so that they may have cash on hand for reimbursement.

APPENDIX C

MEDIA SUPPORT CHECKLIST

A. MEDIA RIDER QUESTIONNAIRE

1. Media Packet

- a. Our Media Relations department is standing by to assist you to publicize the Golden Knights' involvement in your event. If you would like to request a digital Media Release Kit or would like ideas on how to publicize your event, please contact our Media Relations Director.

2. Press Show

- a. A press show can be coordinated through the GK Event Coordinator. Press shows will be granted based upon time of arrival and may not be guaranteed for all events.

3. Media Rides

- a. Media rides may be coordinated through the Advance Representative on site and will need to satisfy the requirements of the Media Rider Questionnaire before being approved.
- b. Media rider Liability Release (Appendix F) have been completed for each press rider requesting to fly on the Golden Knight aircraft.

4. Media Interviews

- a. Media interviews can be coordinated through the Advance Representative or any member of the Team on show site.

B. MEDIA RIDER QUESTIONNAIRE

- Does the person have credentials confirming their identity as a bona-fide member of the media?
- Is the person dressed appropriately for extreme cold temperatures (i.e., closed toe shoes, jacket, scarf, gloves, etc.)?
- Is the person at least 18 years old?
- Has a member of the Team been notified that the person wishes to be placed on a media ride and agreed to the request?

If any of these questions is answered NO, the person in question will not be allowed on board the GK aircraft until the situation has been corrected.

APPENDIX D

ADVANCE REPRESENTATIVE CHECKLIST

This appendix is provided to assist the show POC in preparation to discuss topics that will be covered during the initial discussion with the GK Advance Representative upon his/her arrival at the show site.

- NOTAMs filed with proper location, radius, altitude, etc.
- FAA Certificate of Authorization received
- Aircraft Support (fuel, tie down points, ramp access, access passes, restroom, etc.)
- Schedule and type for all shows (to include which flags to be flown, FAA briefing timeline, etc.)
- Cutaway recovery coverage (POC, contact info, location, etc.)
- Medical coverage (POC, contact info, location, etc.)
- PA system (portable media capable, location of mic, etc.)
- Media (interviews, press riders, etc.)
- Event passes
- Baton Recipients
- Vehicles
- Police Escorts (if needed)
- Socials (times, locations, attire, presentations, etc.)
- Hotel rooms
- Tandem operations (on occasion)
- Mats / Lithos (recipients)



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX KY 40121-2725

24 August 2023

Office of the Staff Judge Advocate

Re: United States Army Self-Insurance

Dear Community Partners:

This letter is in response to your request for proof of insurance or to acknowledge an agreement to indemnify or hold harmless your business concerning the agreement with U.S. Army Recruiting Command. Please be advised that U.S. Army representatives are unable to sign proof of insurance agreements, indemnification agreements, or hold harmless agreements. However, as a part of the federal government, the U.S. Army is *self-insured*.

This letter is to provide you general information related to the self-insured status of Department of the Army organizations and the U.S. Federal Government generally. You should coordinate the legal implications of this information through separate legal counsel. As you are likely aware, you should not rely on this letter as legal advice or assume an attorney/client relationship between your business and our office.

Under the Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 2671–2680, the Federal Government waived its sovereign immunity under circumstances where damages to a third party are caused by the negligent or wrongful act or omission of a federal employee acting within the scope of employment under circumstances where a private person would be similarly liable under the law of the state involved.

Through the FTCA and similar laws, the U.S. Federal Government is self-insured up to the entire amount of the assets available in the U.S. Treasury. However, there are specific statutory and administrative requirements related to the filing, processing, and payment of claims against the U.S. Federal Government and the U.S. Army specifically. These requirements include statutes of limitation which may preclude recovery if the claim is not filed in a timely manner.

Answers to specific questions concerning the process of filing a claim should be obtained from separate legal counsel or the Area Claims Office responsible for the specific agency and location involved. You may obtain the contact information for the responsible Area Claims Office from the U.S. Army Claims Service, 4411 Lewellyn Avenue, Suite 5360, Fort Meade, Maryland 20755. You may reach them by phone at (301) 677-7009.

Further information regarding the U.S. Army Claims Service is publicly available at <http://www.jagcnet.army.mil>. Click on the Legal Services tab. Then click the Claims Website link.



U.S. ARMY

**LIABILITY RELEASE OF:
DEPARTMENT OF THE ARMY
UNITED STATES PARACHUTE TEAM
"GOLDEN KNIGHTS"
FORT LIBERTY, NORTH CAROLINA, 28310**



DATE: _____

In consideration for being permitted to fly as a passenger in, and/or parachute from, an aircraft operated by or on behalf of the United States of America, and on behalf of me, my personal representatives, my heirs, and assigns.

I, _____, do hereby release, discharge, and hold harmless, the United States, it's agents or employees from and all claims for property damage, personal injury, or death. Including, but not limited to; any and all claims arising from the negligence of said agents, servants and employees that may occur during said flights and or parachuting activities or arising from the ground operation incident thereto.

I fully understand that parachuting, parachute flight activities and flying in aircraft associated with parachuting activities are inherently dangerous and that my participation in such activities could result in serious injury or death. Additionally, in my personal capacity and as a representative of my employer,

Name of Employer: _____ Phone: _____.

I agree to hold harmless the United States Government and its agents, servants, and employees, from any and all claims, demands, actions, cost and attorney's fees for damage, injury or death, incurred by other (including both military, and/or civilian personnel) incident to my participation in parachuting or parachute flight activities.

FULL NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

WITNESS NAME: _____

WITNESS SIGNATURE: _____

IN CASE OF AN EMERGENCY CONTACT:		
FULL NAME: _____		
ADDRESS: _____ _____		
PHONE: _____		

Please Check the Media Outlet you represent:		
Television	Radio	Other
Print	Internet	_____

APPENDIX J

DEMONSTRATION INFORMATION PACKET

EVENT NAME:

LOCATION:

SPONSOR:

EVENT WEBSITE:

DATE START:

DATE END:

TEAM POINT OF CONTACT:

EMAIL:

ADDRESS:

OFFICE PHONE:

CELL PHONE:

REMARKS:

BUDGET OFFICE INFORMATION

POINT OF CONTACT:

OFFICE PHONE:

CELL PHONE:

EMAIL ADDRESS:

NAME OF EVENT:

TAX ID NUMBER:

NAME OF FINANCING ORGANIZATION:

NUMBER OF EVENT DAYS REQUESTED (**\$4,000 per day**):

ADDITIONAL COMMENTS

**** Please reference the full support manual for additional support requirements required for the team. If payment is not received 30 days prior to the event, the event will be considered for cancellation and the demonstration team supporting the event will be rescheduled for another event. ****

DEMONSTRATION INFORMATION

Fill out one block for each jump.

DATE/TIME

(5:00am/pm)

LOCATION: _____

STAGING AIRPORT: _____

DRIVING DISTANCE / TIME FROM DROP ZONE TO AIRFIELD: _____

BATON PRESENTATION: _____ RECIPIENT: _____

AUTHORIZATION FILED: _____ BY: _____

NOTAM FILED: | _____ BY: _____

REMARKS: _____

DATE/TIME

LOCATION: _____

STAGING AIRPORT: _____

DRIVING DISTANCE / TIME FROM DROP ZONE TO AIRFIELD: _____

BATON PRESENTATION: _____ RECIPIENT: _____

AUTHORIZATION FILED: _____ BY: _____

NOTAM FILED: | _____ BY: _____

REMARKS: _____

DATE/TIME

LOCATION: _____

STAGING AIRPORT: _____

DRIVING DISTANCE / TIME FROM DROP ZONE TO AIRFIELD: _____

BATON PRESENTATION: _____ RECIPIENT: _____

AUTHORIZATION FILED: _____ BY: _____

NOTAM FILED: | _____ BY: _____

REMARKS: _____

Appendix J (cont'd)

DATE/TIME

LOCATION: _____ STAGING AIRPORT: _____

DRIVING DISTANCE / TIME FROM DROP ZONE TO AIRFIELD: _____

BATON PRESENTATION: _____ RECIPIENT: _____

AUTHORIZATION FILED: _____ BY: _____

NOTAM FILED: _____ BY: _____

REMARKS: _____

DATE/TIME

LOCATION: _____ STAGING AIRPORT: _____

DRIVING DISTANCE / TIME FROM DROP ZONE TO AIRFIELD: _____

BATON PRESENTATION: _____ RECIPIENT: _____

AUTHORIZATION FILED: _____ BY: _____

NOTAM FILED: _____ BY: _____

REMARKS: _____

DATE/TIME

LOCATION: _____ STAGING AIRPORT: _____

DRIVING DISTANCE / TIME FROM DROP ZONE TO AIRFIELD: _____

BATON PRESENTATION: _____ RECIPIENT: _____

AUTHORIZATION FILED: _____ BY: _____

NOTAM FILED: _____ BY: _____

REMARKS: _____

Appendix J (cont'd)

HOTEL ACCOMMODATIONS

HOTEL: _____ PHONE: _____

ADDRESS: _____ FAX: _____

POINT OF CONTACT(Name/Title): _____ NUMBER OF ROOMS:

Distance/Time from Hotel to Airport: _____

RATE: _____ MAX GOV Lodging Rate: _____

REMARKS: _____

TRANSPORTATION

RENTAL AGENCY/DEALER: _____ RATE: _____

POINT OF CONTACT: _____ TELEPHONE: _____

VEHICLES: SEDANS: _____ MINI VANS: _____ 12/15 PAX: _____

LOCATION OF ADVANCE REPRESENTATIVE VEHICLE:

REMARKS: _____

**** Vehicles are to be paid for by the sponsor unless otherwise determined by Event Coordinator prior to Team's arrival ****

FAA INFORMATION (Airshows)

FLIGHT STANDARDS DISTRICT OFFICE: _____

POINT OF CONTACT: _____ SHOW MONITOR: _____

TELEPHONE: _____ FAX: _____ Date Mailed: _____

REMARKS: _____

AIRFIELD INFORMATION

AIRFIELD NAME(Designator): _____ TOWER FREQUENCY: _____

LOCATION: _____ FBO NAME: _____

POINT OF CONTACT: _____ TELEPHONE: _____

ELEVATION: _____ RUNWAY LENGTH: _____ RUNWAY WIDTH: _____

HOURS OF REFUEL: _____ FUEL TYPE AVAILABLE: _____

PARKING: TIE DOWN POINTS AVAILABLE: APU:

GOVERNMENT CONTRACT RATE: METHOD OF PAYMENT: _____

PPR NUMBER REQUIRED:

POINT OF CONTACT: _____ TELEPHONE: _____

AIR SHOW CONTROL FREQUENCY: _____

ANY SPECIAL NOTES ABOUT AIRFIELD: _____

**** Sponsor must ensure that airfield fuel is at government rate or they must pay the difference ****

SOCIAL ENGAGEMENTS (Air Shows)

** Fill out one block for each social event.

Date: _____ Time: _____ Type dress: Duration:

Location: _____

Point of Contact: _____ Telephone: _____

PRESENTATIONS: To: _____

Driving Distance / Time from Hotel to Social: _____

Remarks: _____

Date: _____ Time: _____ Type dress: Duration:

Location: _____

Point of Contact: _____ Telephone: _____

PRESENTATIONS: To: _____

Driving Distance / Time from Hotel to Social: _____

Remarks: _____

Date: _____ Time: _____ Type dress: Duration:

Location: _____

Point of Contact: _____ Telephone: _____

PRESENTATIONS: To: _____

Driving Distance / Time from Hotel to Social: _____

Remarks: _____

ADVANCE REPRESENTATIVE INFORMATION

Person meeting Advance Representative at Destination: _____

Closest / Best Commercial Airport for Advance Rep to fly into: _____

Remarks: _____

****GK Advance rep will contact POC with flight / arrival information prior to departure for show site ****

RECRUITERS INFORMATION

LOCAL RECRUITING STATION: _____

POINT OF CONTACT: _____ TELEPHONE: _____

ADDRESS: _____

Brigade: BATTALION: _____ COMPANY: _____

REMARKS: _____

SPECIAL NOTES

AIR BOSS: _____ TELEPHONE: _____

MEDIA POINT OF CONTACT: _____ TELEPHONE: _____

MEDICAL COVERAGE FOR EACH JUMP: CUTAWAY RECOVERY FOR EACH JUMP:

PA SYSTEM WITH CD CAPABILITIES: RAMP PASSES:

FAA BRIEFING LOCATION: _____

Remarks: _____

Air Show Webpage: _____ Air Show Twitter: _____

Air Show Facebook: _____