

**Dear Show Sponsor,**

On behalf of the Naval Special Warfare Command and the Navy Recruiting Command I congratulate you for selecting the U.S. Navy Parachute Team, the "***Leap Frogs***", for your event. As the Team Commander, I assure you that the "***Leap Frogs***" will do everything possible to ensure a successful and professionally executed performance. To this end, much time and effort have been dedicated to the formulation of the performance handbook. I recommend that you take the time to read it thoroughly before beginning detailed planning for our portion of your show.

Once again let me congratulate you on selecting the Navy Parachute Team, the "***Leap Frogs***", for your event. We are extremely proud of our spectacular display of formation sky diving and canopy relative work and we are looking forward to performing at your show. Feel free to contact me personally at any time during the selection, coordination or execution phases of your event. The Performance Handbook establishes excellent guidelines for planning, and some requirements are strictly followed as per the Navy Parachute Team instruction. Should circumstances require the need for exceptions to the standard requirements, we will certainly consider them on a case-by-case basis. Our goal is to perform at your show and we pride ourselves on being flexible. Thank you for choosing the "***Leap Frogs***".

Sincerely,

Robert A. Kaminski "Gus"  
LCDR                      USN  
Officer-in-Charge, Navy Parachute Team

# NAVY PARACHUTE TEAM PERFORMANCE HANDBOOK

## INTRODUCTION

1. Background. The Navy Parachute Team (NPT) plans and presents precision parachute performances in support of Navy recruiting and community relations programs. The team's primary mission is to support Navy recruiting and Navy-wide retention programs, a significant function if an all volunteer force is to be maintained. The NPT supports community relations programs by demonstrating to the public, one aspect of the professional competence required in today's "action oriented" disciplined Navy. They also provide an inspiration to the navy personnel to perfect their own skills in their particular occupational field.

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 defined 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 begin 60 days prior to the scheduled event. For your convenience, this handbook has been divided into four major sections. **A - PERSONNEL SUPPORT, B - OPERATIONS, C - PUBLIC AFFAIRS** and **D - MASTER CHECKLISTS**. 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. We are looking forward to performing for you and we will do everything possible to ensure the success of your show!

### 3. Pre-Show Planning and Coordination

a. All requests for participation by the NPT should be sent to the NPT no later than December 1st of the year prior to the show, in order for the request to be considered for the following calendar year. Events can be scheduled up to one year in advance so the earlier the request, the better. Copies of the request should be forwarded to:

**U.S. NAVY PARACHUTE TEAM  
COMMANDER, NAVAL SPECIAL WARFARE COMMAND  
2000 TRIDENT WAY  
CORONADO, CA. 92155  
Telephone (DSN) 577-2820 (Commercial) 619-437-2820  
Fax 619-437-5676  
Website: [www.seal.navy.mil/leapfrogs.htm](http://www.seal.navy.mil/leapfrogs.htm)**

b. Please ensure that the **REQUEST FORM** is included in the forwarding letter and signed by the show sponsor. This will verify to the NPT that the show sponsor intends to comply with all of the detailed requirements contained in this handbook. A copy of the **REQUEST FORM** is provided as enclosure (1). Deviations from the intentions of this agreement may result in the cancellation of our performance at your event.

c. Normally the NPT will arrive at the show site two days in advance of the scheduled event (one day for west coast) and depart the day following the event.

d. NPT requires the show sponsor to support the NPT's primary mission, recruiting. To this end, the NPT will schedule high school, college, Children's Hospital, etc. visits. These visits will typically occur on the day of the practice jump, when schools are in session. Both the show sponsor and the NPT need to be flexible in regards to these visits.

4. Coordination. The NPT's Show Scheduler is an experienced demonstration parachutist who has been specially selected and trained to administrate all financial, logistical, operational, and personnel matters for the Team. Contact him early to expedite your planning process. His guidance must be complied with explicitly and no changes without his approval will be allowed. Having a designated liaison will greatly aid in the preparation and carrying out of all logistics as well as being the team'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 will be working closely with the NPT's Show Scheduler. If requested, an Advance Representative (ADREP) can arrive two or more days prior to the NPT to assist in coordination efforts. The ADREP is a member of the NPT who will be performing at your event. Transportation for the ADREP will be commercial air paid by the show sponsor. It is requested that he be met at the airport and be provided a rental car and room in the same hotel in which the team will be staying. The ADREP will be confirming all previous coordination between the show sponsor and the NPT Show Scheduler. To facilitate the accomplishment of this task it is important that the arrangements are made to meet him in one place at one time with all key personnel connected with your event. This should include (as applicable to your event):

- a. Air Show Director.
- b. Air Boss.
- c. Media Director.
- d. Security.
- e. FAA Representative.
- f. Designated Liaison.

#### 5. Financial Responsibilities

a. 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). \$300 will be added to total to cover incidental expenses such as gas, tolls, extra/oversized baggage, etc. This cost is consistent regardless of number of personnel.

Make payment to: **U.S. TREASURY** and send to: **BLDG 624, CODE N71, 2000 TRIDENT WAY CORONADO, CA 92155-5599**, no later than one month in advance of the NPT's arrival.

Ask the NPT Show Scheduler for the serial number that has been assigned to your show. Be sure to write this number on your check to aid the US Navy accounting department. Military sponsors may send government accounting line data for each individual by facsimile to the **COMPTROLLER'S OFFICE CODE N71, NAVAL SPECIAL WARFARE COMMAND, FAX: (619) 437-0877 or -9600.**

b. The Show Sponsor is required to provide lodging for the NPT from arrival to departure. It is most cost effective if the sponsor's payment for accommodations is made directly to the lodging facility. Alternatively, payment may be combined with the meal per-diem rate. Consult with the Air Show Coordinator for your local per-diem rate.

c. The NPT usually provides its own jump aircraft/ transportation to and from the show site. In extremely rare cases, it may be impossible for the NPT to acquire the necessary aircraft support. If this occurs the Show Sponsor will need to provide whatever aircraft support is required if the NPT is to perform. If commercial means are used to transport the NPT from their point of origin to the show site and return, confirmed reservations and round trip tickets must be in the possession of the NPT two week's prior to the Team's departure for the scheduled event. The jump aircraft also needs to be confirmed in the same time frame.

d. Vehicle support for the NPT is **1 CARGO VAN, 1 MINIVAN, and 3 SEDANS** (NPT is flexible on vehicles, speak with show coordinator to make arrangements). An additional **1 MINIVAN AND 1 SEDAN** will be provided by the show sponsor for a military air crew, if necessary. For military shows, aside from the cargo van, military vehicles are not acceptable. This is due to the fact that the NPT will continually need to use these vehicles off the military installation for various reasons. 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.

e. **Night Pyrotechnic Devices** add a truly unique dimension to night air shows, games, etc. Night pyrotechnic devices will be purchased by the show sponsor, with payment directly to the manufacturer. Once arranged for and rigged, the devices are considered purchased and neither funds nor devices shall be refunded should a show be cancelled, for any reason. Show sponsor will pay for devices and all supporting elements (eg: gerbs, squibs, 9v adapters, batteries).

#### 6. Guest/Performer Passes and Tickets

a. Previous experience has shown that most show sponsors (eg: air show, NFL, MLB) are gracious hosts. In that regard, the NPT asks that show sponsors consult with the NPT Show Scheduler on the number of passes/tickets that the NPT desires/will be allowed for family/guests to attend events (this usually does not exceed two passes per Team member and air crew for each day during the duration of the event).

b. NPT asks to be invited/included in planned social events. NPT OIC routinely introduces team members at social functions as well as provides NPT Lithographs to show

sponsors. NPT Show Scheduler will be the point of contact for all social events with the show sponsor. Your hospitality in these matters is sincerely appreciated.

## SECTION A

### PERSONNEL SUPPORT

#### 1. Lodging

a. The Show Sponsor should make accommodations for the NPT in suitable lodging close to the airfield or show site. Please consult with the Show Scheduler prior to confirming any room reservations. Normal arrival time is two days (one day for West Coast) in advance of the scheduled event and departure is on the day following the event. Because the NPT spends approximately five days out of every week traveling, we ask that accommodations be of the best possible quality (AAA standard), with preference given to hotels rather than motels. To facilitate the handling of baggage and equipment, it is desired that rooms be on the ground floor and in close proximity to each other.

b. Lodging requirements for the NPT are as follows: **ONE NON-SMOKING ROOM PER MAN.**

c. Consult with the Show Scheduler for reservation requirements for military aircrew members (if the NPT uses military jump/transportation aircraft).

d. For military shows the NPT will accept accommodations on board that military installation's **BOQ**. BEQ and Transient Barracks are **NOT** considered acceptable accommodations.

2. Transportation. When commercial means are utilized to transport the NPT from the point of origin to the show site and return, allow for a baggage weight and cube of 200 pounds and 12 cubic feet per man.

a. Vehicular transportation at the show site must be provided for the entire NPT, the military aircrew (when applicable) and associated luggage and equipment. The NPT is flexible on vehicle types, but the typical show requires:

- (1) One cargo van, one minivan, and three sedans for the NPT.
- (2) One minivan and one sedan for the air crew.
- (3) These vehicles should be co-located.

c. In cases where the staging area and Drop Zone (DZ) are not co-located, drivers provided by the sponsor will be required to shuttle the NPT vehicles from one location to the other.

d. Because of the possibility that the NPT is not familiar with the show area, it is required that all vehicles be provided with local maps. When required, flight line and gate passes should accompany all NPT vehicles.

e. To simplify transfer of the NPT and their equipment to the place of lodging, all vehicles must be available at the NPT's point of arrival.

f. All vehicles supplied to the NPT shall be at their disposal on a 24-hour basis for the entire stay at the show location.

## **SECTION B**

### **OPERATIONS**

1. Purpose. This section will provide necessary information to properly prepare for a performance by the NPT.

2. General

a. A performance staged by the NPT consists of highly qualified formation sky diving parachutists exiting from an aircraft at a high altitude, executing various group maneuvers during free fall and under canopy, then landing their parachutes at a predetermined target.

b. Normally, the performance consists of one to two separate passes of jumpers exiting the aircraft. Total show time from the beginning of the narration to the introduction of the NPT is usually no more than 15 minutes. Most performances last between 4-10 minutes, but shows can be tailored to the event. Because the NPT is usually scheduled to open an event with an American Flag jump accompanied by the National Anthem, it is highly recommended that the Show Sponsor schedule two performances for the NPT. This will allow for maximum exposure of the Team and allow spectators who arrive late to enjoy the second act. Allow a minimum two-hour interval between performances (not including travel time from show site to airport). The foregoing may be subject to change due to operational necessity. An example of a typical performance time schedule follows:

#### **EXAMPLE PERFORMANCE TIME SCHEDULE**

12:20	Aircraft takes off
12:30	Drop wind drift indicators. Minimum 2,000 ft Above Ground Level (AGL).
12:35- :55	Climb to drop altitude. Maximum 12,999 ft AGL.
13:00	1 <sup>st</sup> Jump Pass
13:06	2 <sup>nd</sup> Jump Pass
13:12	All jumpers on the ground
13:15	Performance Complete

3. Rehearsal. A complete practice performance is normally required by the NPT the day preceding 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 required for safety reasons, to familiarize the NPT with surrounding landmarks and local weather conditions. Accordingly, every effort should be made to schedule the rehearsal jump during the same time of day as the officially scheduled event. This practice performance also provides the Show Sponsor an opportunity for media coverage. With the proper coordination, video and still photos of the NPT in action at your show site can be shot during this practice. **With proper prior coordination, typically 30 days, local news media, photographers and videographers can fly in the military aircraft for additional NPT and show coverage.** NPT encourages show sponsors to invite local groups (Boy Scouts, Civil Air Patrol, High Schools, Grade Schools, Church Groups, Youth Groups, etc) to both air show and stadium practice jumps for a more personal, behind-the-scenes, view of a demonstration.

4. Weather Limitations. Freefall parachute performances by the NPT are limited by: clouds, visibility, wind, and precipitation.

a. Clouds. Flight Visibility and Clearance from Clouds Requirements (FAA SEC.105.17) states that no person may conduct a parachute operation, and no pilot in command of an aircraft may allow an operation to be conducted from that aircraft:

-Into or through a cloud, or

-When the flight visibility or the distance from any cloud is less than that prescribed in the following:

- (1) DZ is more than 1,200' above the surface and or at 10k' Mean Sea Level (MSL). Distance from clouds: 1,000 feet above, 1,000 feet below, one mile horizontally.
- (2) DZ is more than 1,200' above the surface but less than 10K' MSL. Distance from clouds: 500' above, 1,000' below, 2,000' horizontally.
- (3) DZ is at 1,200' or less above the surface regardless of MSL altitude. Distance from clouds: Same as #2

b. Visibility. Flight Visibility Requirements (FAA SEC.105.17) state that no person may make a parachute jump from an aircraft:

(1) When the flight visibility is less than that described in the following:

- (a) DZ is more than 1,200' above the surface and or at 10K MSL, flight visibility is 5 statute miles.

(b) DZ is more than 1,200' above the surface but less than 10K MSL or 1,200' or less above the surface regardless of MSL altitude, flight visibility is 3 statute miles.

c. Wind. Maximum winds per references (d) and (h) for all demonstration jumps into stadiums and open fields are as follows:

(1) Stadiums. Wind velocity not to exceed 15 mph. Winds should be measured at the top of the stadium and turbulence should always be expected.

(2) Open Areas. Wind velocity on DZ not to exceed 21 mph. In addition, gusts not to exceed a difference of 10mph or more in velocity; example: winds on the DZ of 5 mph gusting to 16 mph would be a no jump situation.

(3) Drop Zone Safety Officer may cancel a jump due to an unsafe situation based on: drop zone size, turbulence around obstacles around the drop zone and personal experience. Jumper safety will not be compromised.

d. Precipitation. Due to concerns for the high dollar costs of the equipment that the NPT utilizes, the NPT will forgo any jump during steady or heavy rain, snow, sleet or hail.

5. Aircraft Requirements. If the NPT is unable to procure military aircraft, it is the responsibility of the Show Sponsor to provide the jump platform for the NPT. The aircraft must be capable of lifting 14 jumpers to 12,999 feet MSL. If a civilian aircraft is to be used, it must be certified for operation with the door(s) open or removed. The local FAA Flight Standards District Office (FSDO) may be contacted regarding operating restrictions for the aircraft to be used (FAA Advisory Circular 105-2c). In certain cases, more than one jump aircraft may be utilized to support the NPT, however, please consult with the NPT for approval.

6. Drop Zone Conditions. Any level surface area may be used as a Drop Zone (DZ). Minimum distance from any major obstacle is normally 100 feet, however, 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 (100yd x 55 yd). Smaller DZ's can be used, but the NPT performance may have to be altered to accommodate the smaller DZ.

7. Stadium jumps. Parachute demonstrations into stadiums are often conducted as part of a pre-game or half-time show and as such, they are frequently scheduled on a very strict timeline with other events (eg: 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 throughout the performance.

8. 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.

9. Medical Support. The Show Sponsor shall ensure that:

a. Medical personnel and ambulance are on or near the DZ during all parachute operations including the practice performance. Without the proper medical support, the NPT will be unable to parachute.

b. NPT Drop Zone Safety personnel must have positive communications with the medical personnel.

10. FAA Regulations. The FAA Representative for your area must be contacted well in advance (30-45 days) of the scheduled performance. They can provide expert advice for compliance with FAA regulations applicable to your scheduled event. It is probable that a request for a FAA waiver will have to be filed. **The NPT will complete this paperwork, with the exception of airshows**. A copy of the validated FAA waiver must be made available to the NPT if filed by the show sponsor. Additionally, Notice to Airmen (NOTAM's) must be published for the period of time the NPT is performing, and be worded to include the air space from ground level to an altitude of 14,999 feet MSL and a 5 mile radius of the DZ centerpoint. Information that the FAA will require for the performance certification follows (Federal Aviation Regulations {FAR}105.25):

- a. Date and Time jumping will begin
- b. Location of the jump site or DZ in relation to the nearest city or town, and airport
- c. Altitudes above the surface at which jumping will take place
- d. Time and duration of the intended jumping
- e. Name, address and telephone number of the person requesting the authorization or giving notice
- f. Identification of the aircraft to be used
- g. Radio frequencies, if any, available to the aircraft (The NPT uses UHF 270.0 MHz for DZ to aircraft communications).
- h. Although not specifically required by FAA FAR Part 105, the FAA recommends:
  - (1) Notice not be given more than 24hrs in advance, except at locations where jumping is an authorized everyday occurrence.

(2) When jumps are cancelled, notice be given as soon as possible to the Air Traffic Control (ATC) facility or Flight Service Station (FSS) where the notice was originally filed.

(3) The proposed jump areas be coordinated with the nearest ATC facility for advisory information concerning other air space operations (This information does not apply to jumps by the Armed Forces over or within restricted areas that are under control of an Armed Force, or during military operations in uncontrolled air space).

i. 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.

## **SECTION C**

### **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 this material. 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.

2. Public Appearances. 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:

(1) Articles and pictures in local newspapers and magazines, preferably pre-show.

(2) Guest appearances on television by NPT jumpers.

(3) Guest spots on radio by NPT jumpers.

(4) Hospital visits (pediatrics wards), High Schools, Colleges, with presentations to particular groups or entire student bodies.

(5) Other events, either informal or social as may be beneficial.

b. By scheduling only one or two NPT members to meet any radio or TV commitments, more commitments can be scheduled.

c. Since the NPT is usually not familiar with the area, we request that someone be chosen to accompany team members to place(s) of scheduled appearances.

d. Normally, a minimum period of two hours should be given after arrival, practice, or show performance to allow for a debrief and change of clothing. Schedules must allow NPT members adequate rest prior to any performance. Commitments should be scheduled so that the NPT members depart the hotel no earlier than 8:00 a.m. Appearances are made in distinctive NPT operational or social attire.

e. It is requested that a schedule delineating all NPT commitments be sent a minimum of two weeks in advance of the NPT's arrival for the final approval.

f. NPT members are made available to talk with spectators and sign autographs after performances.

g. NPT requests the support and highly encourages show sponsors to allow/ invite all local youth organizations to practice jumps. These private "no-cost" shows will afford NPT members with more one-on-one time with kids and young adults.

3. Practice Jump. This performance is designed to enhance pre-show publicity, as well as acquaint the jumpers with on-site conditions for safety reasons.

4. Public Address System. The sponsor should provide a suitable address system for use by the NPT narrator. From experience, it has been found that placement of the system is crucial. The microphone must be high enough to dominate an unobstructed view of the entire DZ. The site of the microphone should not be enclosed and should preferably be placed in front of, or on the crowd line. If possible a backup public address system should be available. The NPT will provide music to accompany their performance on a compact disc. The sponsor should arrange for a CD player to be connected to the PA system. The addition of music greatly enhances the presentation of the performance. If the show sponsor has their own music, coordinate with NPT Public Affairs Officer to play it during the performance.

5. Civilian Media on Military Aircraft. Approval for civilian media personnel on military aircraft is addressed on a case-by- case basis to higher military headquarters. A request for approval needs to be brought to the attention of the Air Show Coordinator at least **one month in advance** of the show date so that proper approval can be received.

6. Follow-up Action. Arrangements should be made ahead of time for press releases of the event to be collected, clipped and forwarded to the NPT. Reports based on the publicity derived from the NPT's appearances are prepared by the NPT and clippings supplied are very helpful.

#### 7. Public Affairs Checklist

- a. Arrangements made for advance pre-show publicity.
- b. Coordinate and confirm all public affairs and social commitments with the NPT.
- c. Send schedule of NPT personal appearances to the NPT prior to the arrival date.

- d. Arrange for public address system.
- e. Request for civilian media on military aircraft brought to attention of the NPT Show Scheduler no later than one month in advance.

## **SECTION D**

### **MASTER CHECKLIST**

1. General. The following composite checklist of Sections A, B, and C is provided to afford the ability to closely monitor all pre-show preparations. Each major section also includes a detailed checklist. The NPT Show Scheduler will be in contact with the Show Sponsor 30 days prior to the scheduled event to ensure that requirements on the master checklist are being completed in a timely manner.

#### 2. Personnel Support

- a. Reserve and confirm lodging for the NPT as outlined in this handbook: One non-smoking room per NPT member.
- b. Reserve lodging for aircrew that may be arriving with NPT.
- c. Send per-diem payment to Naval Special Warfare Command Comptroller's Office one month prior to performance.
- d. Send/Fax letter confirming room reservations to the NPT.
- e. When commercial transportation is used, allow 200 lb. And 12 cubic ft. of baggage per man.
- f. Confirm commercial transportation reservation and send round trip tickets to the NPT to be in possession two weeks prior to the show (E-Tickets are highly encouraged). Commercial tickets will need to have extra baggage allowances. Contact NPT Show Scheduler for additional information.
- g. Have vehicular transportation (three sedans, one minivan and one cargo van for NPT; and one sedan and one minivan for the air crew) at the NPT point of arrival. All vehicles shall be provided with full liability, appropriate passes and local maps.

#### 3. Operations

- a. Contact the FAA Representative in your area.
- b. Suitable aircraft and flight crew confirmed. Same flight crew for all jump operations.

- c. Schedule a rehearsal jump for the day prior to the official event, or the day of the event with enough time prior to show jump.
- d. Ensure that pertinent weather data point of contact is available to the NPT.
- e. Final approval of DZ and spectator area confirmed by NPT.
- f. Obtain an aerial photo, direct vertical overhead, at least three nautical miles in radius from DZ centerpoint(no smaller than 10"x10" or larger than 14"x14"). Forward two copies to the NPT two weeks prior to the show date.
- g. Provide appropriate ground security for military jump platforms, if necessary.
- h. Arrange for medical personnel and ambulance at DZ during all jump operations.
- i. Inform Flight Service Station of the times of the NPT performances so that NOTAM's can be issued.
- j. Provide validated FAA Request forms for NPT two weeks prior to show.

#### 4. Public Affairs

- a. Arrangements made for advance pre-show publicity.
- b. Coordinate and confirm all public affairs and social commitments with the NPT.
- c. Send schedule of NPT personal appearances to NPT two weeks prior to arrival date.
- d. Arrange for public address system.
- e. Request for civilian media on military aircraft brought to attention of the NPT no later than one month in advance.

#### 5. Master Time Line

a. Applications. Applications should be received by the NPT by December 1st for all shows the following calendar year. Applications received later should be sent at least 90 days prior, but will be reviewed on a case-by-case basis.

##### b. 30 Days Prior to Show

- (1) Per Diem payment sent to Naval Special Warfare Command Comptroller.
- (2) Request for media on aircraft brought to attention of the NPT.

c. Three Weeks Prior to Show. Alternate aircraft confirmed (when not provided by NPT).

d. Two Weeks Prior to Show

(1) Accommodations confirmation letter.

(2) Commercial transportation tickets (or E-Tickets) sent to the NPT (if necessary).

(3) Aerial photo sent to NPT.

(4) Schedule of NPT personal appearances.

(5) Validated FAA Request forms sent to NPT.

e. One Week Prior to Show. NOTAM's filed for jump days.

f. Day Prior to NPT Arrival. NPT ADREP arrives (if required).

g. Day of NPT Arrival

(1) Transportation for NPT and air crew at point of arrival.

(2) Weather point of contact for NPT.

# 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 event, for the team to jump on a Saturday and Sunday in support of a local event, the Team 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 (three sedans, one minivan, one cargo van for NPT; one sedan and one minivan for air crew). Courtesy or rental cars must have full liability coverage for all NPT members in case of an accident. Per diem costs are payable a minimum of 30 days IN ADVANCE OF EVENT. Failure to provide advance per diem with sufficient time to issue travel orders to team members will necessitate the canceling of the performance, as the NPT operates from funds provided by Show Sponsors. \$300 will be added to total to cover incidental expenses such as gas, tolls, extra/oversized baggage, etc. This cost is consistent regardless of number of personnel.

## SECTION C

Please certify that you understand and will provide the following:

**INITIAL**

- a. Full DOD per diem allowance.

\_\_\_\_\_

- b. Lodging for NPT (AAA quality single non-smoking rooms). \_\_\_\_\_
- c. Commercial air transportation to and from San Diego to event site and suitable civilian jump aircraft (if military transportation is not available). Due to 2002 military policies, NPT will most likely not consider your show if this item is not initialed. \_\_\_\_\_
- d. Security of aircraft that land and are parked at show site. \_\_\_\_\_
- e. Mobile fire fighting and crash equipment at the staging site. \_\_\_\_\_
- f. An ambulance with EMT's at the drop zone. \_\_\_\_\_
- g. Vehicular transportation for the entire team and air crew as specified in this handbook. \_\_\_\_\_

**SECTION D**

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

a. Specific location of event: \_\_\_\_\_

b. Length of active runway: \_\_\_\_\_

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? \_\_\_\_\_

3. Sponsors agree to provide a recent aerial photo, taken vertically from an altitude of at least 5,000ft, to the NPT. (Do not submit this with application).

(Initial) \_\_\_\_\_

**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 AND PUBLIC AWARENESS. 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 NAVY RECRUITING NEEDS.**

\_\_\_\_\_  
SPONSOR'S NAME

\_\_\_\_\_  
SPONSOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ORGANIZATION

**U.S. NAVY PARACUTE TEAM  
COMMANDER, NAVAL SPECIAL WARFARE COMMAND  
2000 TRIDENT WAY  
CORONADO, CA. 92155  
Telephone (DSN) 577-2820 (Commercial) 619-437-2820  
Fax 619-437-5676  
Website: [www.seal.navy.mil/leapfrogs.htm](http://www.seal.navy.mil/leapfrogs.htm)**