



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 142D FIGHTER WING (ACC)  
PORTLAND AIR NATIONAL GUARD BASE OREGON

FROM: 142FW/PA  
Captain Misti Mazzia  
6801 NE Cornfoot Rd. Box 2  
Portland, OR 97218

SUBJECT: Patriotic Holiday Flyover Request

Thank you for your invitation for a flyover. Please send me a letter formally requesting the flyover, GPS coordinates AND address of the ceremony site. Also complete the DD Form 2535 which is required by the regulations governing public affairs and flying operations for the U.S. Air Force.

The DD Form can be emailed to you. Please ensure the city manager or other city official endorses the site certification in item 3. You can serve as the aviation point of contact in item 9 and can also sign as the chairman of the sponsoring organization in section 23. You can send the form back to me at the address above or fax it to (503) 335-4025.

We may not support a request with incomplete information due to the volume of requests received each year and the time it takes to track down the needed information. Flyover requests have to be made to Public Affairs 45 days prior with paperwork completed no later than 30 days before your event.

In addition we would like to have a phone number where you or a designated representative can be reached on site the day of the ceremony so that we may notify you in the event of a weather cancellation or other operational detour.

If we are able to fulfill your request I'll be contacting you to set up a time over target. If you need additional information please call me at (503) 335-4104 or email me at [misti.mazzia@orport.ang.af.mil](mailto:misti.mazzia@orport.ang.af.mil). Attached is a checklist for your use.

//SIGNED//

MISTI L. MAZZIA, Capt, ORANG  
Public Affairs

### **Checklist items to complete**

- Request for flyover made to 142 FW Public Affairs (PA) **45 days** prior to your event
- DD Form 2535 filled out with required signatures
  
- Fax or mail DD Form to (PA) **30 days** prior to your event

Be sure you've included the following information.

- Exact address of the event
- If address includes a large area (ex. cemetery, park), what is the desired location?
- Maps with event site highlighted
- GPS coordinates
- Event description with flyover justification
- Names of military or legislators present and/or speaking
- Requested time
- Event duration
- Requested direction of flight
- Point of Contact information on the day of the event (name and cell phone number if different from requester)

Flight planning will receive all requests from PA and plot the flight paths to determine time over targets (TOTs). Public Affairs will contact the event organizer with approval / disapproval and if necessary, the adjusted TOT. We make every effort to give this notification 1 week prior to the event. Normally we will have a two F-15's perform one pass at approximately 300 knots and 1000 feet above ground level with direction of flight based on ATC restrictions.