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Supersedes AFI 10-1001/AFRES Sup,  
15 January 1999

Pages: 2  
Distribution: F

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The OPR for this supplement is HQ AFRC/DOVA (MSgt Mark Mitchell). This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-1001, 1 September 1995. The AFI is published word-for-word without editorial review. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the previous integrated supplement.

**SUMMARY OF REVISIONS**

This revision provides the guidance for submitting appropriate forms to MAJCOM for changed request to send unauthorized landing report to MAJCOM (paragraph **9.1.2.**). A bar ( | ) indicates revision from previous edition.

9.1.1. Units send requests to use AFRC installations for civil aircraft fly-ins, to include those associated with open houses and air safety seminars to HQ AFRC/DOVA for approval at least 60 days before the proposed date.

9.1.2. HQ AFRC/DOVA forwards approval to HQ USAF/XOO-CA and SAF/PAC. All requests shall include agenda, sequence of events, dates and time of fly-in. Preparations for fly-ins include:

9.1.2.1. (Added) Requests to host an Airshow/Open House are reviewed by the NAF/DO and approved by HQ AFRC/DO. Send requests that include a formal request letter from the Operations Group Commander or higher authority, a completed FAA Form 7711-2, **Application for Certificate of Waiver or Authorization**, and a separate schedule of events no later than 60 days prior to the event via the NAF/DO to HQ AFRC/DOVA. Additional supporting documentation may be submitted for event clarification. Ensure additional requirements in AFI 11-209, AFI 13-213, and AFI 35-101 are met prior to the event.

9.1.2.2. (Added) Contact local airport managers, aero club presidents, flying school chiefs, etc., in sufficient time to determine level of interest and estimated number of participants.

9.1.2.3. (Added) Contact with news media to ensure maximum media coverage in the local area.

10.2.1. AFRC bases must notify HQ AFRC/DOVA of any disabled aircraft that restricts the use of or causes the closure of a runway within 6 hours during normal duty hours. For incidents that occur outside of normal duty hours, HQ AFRC/DOVA must be notified immediately upon the start of the new duty day. All notifications must include:

10.2.1.1. (Added) Type of aircraft.

10.2.1.2. (Added) Time, date, and nature of emergency landing.

10.2.1.3. (Added) Mission Impact; effort taken to remove aircraft from runway, estimated time runway reopening.

10.5.1. Include HQ AFRC/DOVA in the unauthorized landing notification message.

12.1. Landing, parking, and storage fee collections covering a time period of January-December shall be reported to HQ AFRC/DOVA no later than the 15 February of each year. Reports must include:

12.1.1. (Added) Number of civil aircraft operations in which fees were collected.

12.1.2. (Added) Description of airfield O & M projects funded with fees at each installation.

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Commander