

How to Get permission to Land at the USAFA Airfield



DD Form 2401 - Civil Aircraft Landing Permit

Step 1: Fill out the attached DD Form 2401 “Civil Aircraft Landing Permit”. ****Fill out one per pilot****

Fill in the following blocks (print neatly or type):

- 1.a. (Full first name, middle initial, last name)
(Name must match exactly on all 3 forms)
- 1.b. (leave blank)
- 1.c. (full home address)
2. (already filled in)
3. (x appropriate block)
4. (already filled in)
5. (list any and all aircraft that you might fly during the SAFECON contest)
 - 5.c. (N Number)
 - 5.d. (crew: 1, passenger: 1 or 3)
 - 5.f. (x appropriate block)
- 6.a. (typed or printed neatly)
- 6.b. (student or faculty position)
- 6.c. (10 digits)
- 6.e. (format example: 20090915)

Print out the form on both sides

6.d. (sign in BLUE INK ONLY!!!)

Do not fill out anything on the back!



DD Form 2400 - Civil Aircraft Certificate of Insurance

Step 2. Fill out the attached DD Form 2400 “Civil Aircraft Certificate of Insurance”. ****Fill out one form for each pilot****

Fill in the following blocks:

1. (YYYYMMDD)
 1. a. (complete name of insurance company)
 - 2.b. (complete address of insurance company)
 - 3.a. (Your complete name EXACTLY THE SAME AS ON THE CIVIL AIRCRAFT LANDING PERMIT)
 - 3.b. (Your address EXACTLY THE SAME AS ON THE CIVIL AIRCRAFT LANDING PERMIT)
 4. (List up to 3 aircraft in blocks a thru e. Use another form if you will fly more than 3 aircraft)
 5. (complete a thru c)
 6. (complete)
 7. (complete)
 - 9.a. (your insurance agent’s complete name)
 - 9.c. (your insurance agent’s title)
 - 9.d. (your insurance agent’s telephone number)
- Print out the form front and back
- 9.b. (your insurance agent’s signature in BLUE INK ONLY)



DD Form 2402 - Civil Aircraft Hold Harmless Agreement

Step 3: Fill out the attached DD Form 2402 “Civil Aircraft Hold Harmless Agreement”. ****Fill out one form for each pilot****

Fill in the following blocks:

- 2.a.(1) (Leave blank if the aircraft you will be flying is rented or personally owned. Fill in the complete name of YOUR SCHOOL if the aircraft is owned/operated by the school. All forms from the same school should match in this case)
- 2.a.(2) (Leave blank if the aircraft you will be flying is rented or privately owned. Fill in the complete address of YOUR SCHOOL if the aircraft is owned/operated by the school. All forms from the same school should match in this case)
- 2.b.(1) (Your full name LAST/FIRST/MI – this should be EXACTLY THE SAME NAME AS ON THE OTHER FORMS, but in a different format)
- 2.b.(2) (your full address EXACTLY THE SAME AS THE OTHER FORM)
- 2.b.(4) (student – leave blank; faculty – enter your position/title)
- 3.a.(1) (Leave blank if the aircraft is rented or privately owned. Fill in the name of a faculty advisor (best would be one that will be here for the contest in case we have any issues with the form) LAST/FIRST/MI)
- 3.a.(3) (Fill in title of faculty advisor. This should be the same on all forms from the same school)
- 4. (YYYYMMDD)

Print out the form on both sides

2.b.(3) Individual signs in BLUE INK ONLY

3.a.(2) If the aircraft you will fly are school owned/operated then the faculty member signs in BLUE INK ONLY. Leave this blank if the aircraft you will be flying is rented or privately owned.

You should now have a DD form 2400, 2401 and 2402 for each pilot (student or faculty) who will takeoff or land at the Academy. Make sure that they are all correctly filled out. Make sure all required signatures are in BLUE INK. Send all of the forms to:

557 FTS Flying Team
C/O Bert Boyce
9207 Airfield Dr
USAFA, CO, 80840

Mail these forms no later than 10 business days prior to your date of arrival.

Please send an email to bert.boyce@usafa.af.mil to give me a head's up that they have been mailed and to provide me with the email address that you want me to send your landing confirmation to.

You must receive back from us confirmed permission prior to landing at the USAF Academy Airfield. This will be via email – please provide a single email address that you want us to send the confirmation to.

Questions? Email bert.boyce@usafa.af.mil or aric.zeese@usafa.af.mil or call 719 333-2245 and ask for Bert Boyce or Aric Zeese.