



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Southern Region Policy

**ORDER  
SO 8720.5E**

Effective Date:  
01/06/14

**SUBJ:** Management of FAA Activities For Sun 'N Fun Fly-In

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This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration's (FAA) required regulatory support at the Sun 'n Fun Fly-In at Lakeland, Florida. The order encompasses guidance for all FAA organizations providing regulatory support of the Fly-In. This revision of the order comprehensively updates policies, procedures, guidance, and assignments of responsibility. It reorganizes the order in a manner more useful for agency personnel and is available electronically to agency personnel.

A handwritten signature in blue ink that reads "Douglas R. Murphy".

Douglas R. Murphy  
Regional Administrator

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## Chapter 1. General Information

### 1. Purpose of This Order.

a. The scope and focus of the SUN ‘n FUN Fly-In event is not only an airshow. FAA provides valuable services to the public during the event. These services are the FAA’s number one way to promote safety and reduce general aviation accident rates.

b. This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration’s (FAA) required regulatory support at the SUN ‘n FUN Fly-In in Lakeland, Florida.

c. This order encompasses guidance for all FAA organizations providing regulatory support for the Fly-In.

d. This revision of the order comprehensively updates policies, procedures, guidance, and assignments of responsibility. It reorganizes the order in a manner more useful for agency personnel and is available electronically to agency personnel and the public.

**2. Audience.** All FAA employees supporting SUN ‘n FUN. Each individual organization has general responsibility for administration of activities within its area. Other responsibilities shall include:

a. Organization On-Site/Planning Coordinator (OPC). Each participating organization appoints an On-Site/Planning coordinator (OPC), who acts as the organization’s point of contact with the Primary Regional Coordinator (PRC) during the pre and post-event planning phases. The Organization On-Site/Planning Coordinator (OPC) is selected no later than 90 days prior to the SUN ‘n FUN Fly-In by the respective Lines of Business (LOB) or pertinent entities. The OPC must immediately contact the PRC to provide contact information and exchange information.

b. Each organization is required to submit a waiver request for employees traveling less than the 50 mile minimum distance to SUN ‘n FUN for PC&B and travel reimbursement 120 days prior to the event.

c. Each organization is required to contract hotel rooms for employees or invited official guests.

d. Each organization is required to coordinate the installation of telecommunications lines/equipment through the PRC and ARC OPC.

e. Provision of adequate on-site manpower for packing, shipping, and receiving equipment or supplies during the preparation phase, as well as for the set-up, tear down, and return after the event. Unless previously coordinated and agreed upon, organizations shall not rely on each other to accept or store shipped items, to assist in the preparation or staffing of facilities, or to provide office supplies or equipment.

f. Each organization shall ensure proper accountability for uniforms utilized by assigned personnel. This excludes Lockheed Martin Flight Service (LMFS) personnel who will contract hotel and uniforms IAW DTFAWA 05-C-00031.

g. Appointment of an Organization's On-Site/Planning Coordinator (OPC).

h. Provide budgetary resources necessary to support activities within its area.

i. Offices/facilities installed, tested and operating by 6:00 p.m. Friday prior to opening of SUN 'n FUN Fly-In.

j. Participate in ASO-1 Planning Meetings/Teleconferences.

k. Participate in SUN 'n FUN Volunteer meetings in January, February and March.

**3. Where Can I Find This Order.** You can find this order on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. What This Order Cancels.** Order SO 8720.5D, Management of FAA Activities for SUN 'n FUN Fly-In, dated 1/13/2013, is canceled.

## **Chapter 2. Orlando Flight Standards District Office (FSDO) Assignment & General Responsibilities**

**1. General Responsibilities.** The Orlando FSDO is responsible for budgeting, funding, and procurement related to its participation in the Fly-In. These functions will be performed by the Orlando FSDO Manager. Participation of Orlando FSDO personnel is in direct support of National and Regional performance goals contained in the Destination 2025 plan and directly impacts the general aviation fatal accident rate.

**2. Orlando FSDO.** The Orlando FSDO Manager is responsible for the oversight of the SUN 'n FUN Fly-In, management of the ASO Safety Center and the operations of the FSDO during the event.

**a. Minimum Staffing.** The following is a summary of the minimum staffing required to support the Orlando FSDO commitment to the SUN 'n FUN Fly-In event. Core team assignments are based on FAA/SUN 'n FUN Fly-In needs, mission requirements, continuity of operations, experience, availability, and other variables as appropriate.

- (1) Orlando FSDO Manager.
- (2) Primary Regional Coordinator (PRC)
- (3) FSDO On-site Planning Coordinator (OPC) and FSDO Assistant On-Site Planning Coordinator (AOPC)
- (4) ARC On-Site Planning Coordinator (OPC)
- (5) Airshow Inspector in Charge (IIC) and Assistant Airshow Inspector in Charge (AIIC)
- (6) Secondary Regional Coordinator (SRC)
- (7) Accident Investigation Team
- (8) Roving Safety Support Team
- (9) Aviation Safety Personnel
- (10) Information Technology Coordinators/Information & Visual Technology Specialist
- (11) Administrative Support
- (12) Media Production Team
- (13) Advanced Imaging Division & National Exhibit Program Office

**b. Operational Procedures.**

(1) The Temporary FSDO is in operation one day prior to the SUN 'n FUN Fly-In event and remains in operation an additional day after the conclusion of the SUN 'n FUN Fly-In event.

(2) The Temporary FSDO maintains core hours of operation from 7:30 a.m. to 4:00 p.m.

(3) FAA ASIs on the flight line are to maintain communication with the FSDO OPC. Any problems noted during the event are brought to the attention of the SUN 'n FUN Fly-In Management by the OPC.

(4) FAA ASIs should be ready to assist SUN 'n FUN Fly-In management in maintaining safety during the event by bringing deficiencies noted during surveillance to the SUN 'n FUN Fly-In management. Deficiencies which indicate non-compliance with the CFRs, or the limitations of the Certificate of Waiver or Authorization, are communicated to the Air Show Monitor Team Leader, or the FSDO OPC, whichever is most expeditious.

(5) The AFS Exhibition booth will be staffed dependent upon the location of the temporary FSDO. The ASI, AST, or FPM staffing the AFS Exhibition Booth will maintain core hours established by SUN 'n FUN management. Booth personnel are responsible to attend all exhibition meetings and to maintain the booth in a clean, professional manner. Booth personnel are responsible to filter FAA questions or issues and direct the individual to the correct organization's exhibition booth. AFS questions or issues requiring ASI assistance will be directed to the temporary FSDO for resolution.

**c. Coordination Procedures.**

(1) The FSDO OPC maintains communication with the PRC for resolution of any issue involving the various tenants of the ASO Safety Center or the temporary FSDO. FAA Managers assigned to the SUN 'n FUN Fly-In will coordinate their efforts to resolve all critical situations during the event. FAA Managers must communicate often until the emergency or critical situation is resolved.

(2) Issues requiring resolution are elevated from the level of occurrence through the Teams to the FSDO OPC. When necessary, the FSDO OPC elevates the issue to the Office Manager for resolution.

**3. Staffing Requirements.** The following positions are established in order to achieve the objectives of this order:

**a. Orlando FSDO Manager.** The Orlando FSDO Manager is responsible for budgeting, funding, procurement and to provide staffing to meet the regulatory and support positions necessary to oversee the SUN 'n FUN Fly-In. A reduction in resources (budget, staffing, etc.) will result in reduced capability for the event. Safety critical positions will not be reduced. Safety critical positions are notated in Chapter 2 Paragraph 2a Minimum Staffing.

**b. Primary Regional SUN 'n FUN Coordinator (PRC).** A Primary Regional SUN 'n FUN Coordinator (PRC) is appointed by the Southern Region Regional Administrator to oversee FAA activities for the SUN 'n FUN Fly-In. This appointment is made 180 days prior to the start of the event, with the term extending until completion of a close-out report following the event. The Regional Administrator (RA) in coordination with the FSDO Manager identifies his/her selection via email to the appropriate organizations.

**c. Secondary Regional SUN 'n FUN Coordinator (SRC).** A Secondary Regional SUN 'n FUN Coordinator (SRC) is appointed by the PRC to assist in the oversight of FAA activities for SUN 'n FUN Fly-In. This appointment is made 180 days prior to the start of the event, with the term extending until completion of a close-out report following the event. The PRC identifies his/her selection via email to the appropriate organizations.

**d. Region and Center Operations (ARC) On-Site/Planning Coordinator (ARC OPC).** The ARC On-Site/Planning Coordinator (OPC) serves as a focal point for many support services for the participating FAA organizations during SUN 'n FUN Fly-In and acts as the organization's point of contact with the PRC/SRC during the pre and post-event planning phases. The RA designates the individual who will serve as the ARC-On-Site/Planning Coordinator. This appointment is made 180 days prior to the start of the event, with the term of duty extending until completion of a close-out report following the event.

**e. Information & Visual Technology Specialist (IVTS).** The Information & Visual Technology Specialist is appointed by the PRC to provide technical assistance in all SUN 'n FUN planning activities. This appointment is made 180 days prior to the start of the event with the term of duty extending until completion of a close-out report following the event.

**f. Building Security Coordinator (BSC).** A Building Security Coordinator is appointed by the PRC to provide oversight for the safety within the ASO Safety Center. This appointment is made 180 days prior to the start of the event. The PRC identifies his/her selection via email to the appropriate organizations.

**g. Producer.** A Producer is appointed by the Orlando FSDO Manager to provide oversight for the Media Production Team. The Producer is selected no later than 180 days prior to the start of the event by the Orlando FSDO Manager, with the term of duty extending until completion of a close-out report following the event.

**h. Director.** A Director is appointed by the Orlando FSDO Manager to provide oversight for the creative aspects of the media production. The Director is selected no later than 180 days prior to the start of the event by the Orlando FSDO Manager, with the term of duty extending until completion of a close-out report following the event.

**i. Production Manager.** A Production Manager is appointed by the Producer to provide oversight for all technical aspects of the production. The Production Manager is selected no later than 180 days prior to the start of the event by the Producer, with the term of duty extending until completion of a close-out report following the event.

**j. Production Assistant.** A Production Assistant is appointed by the Producer to provide assistance to the Producer, Director and Production Manager. The Production Assistant is selected no later than 180 days prior to the start of the event by the Producer, with the term of duty extending until completion of a close-out report following the event.

**k. Information Technology Coordinators (IT).** The IT Team (minimum of 3 members) is requested through AQS by the PRC no later than 120 days prior to the event.

**l. Advanced Imaging Division, National Exhibit Program Office, AJP-796.** Exhibitor registration is coordinated by the National Exhibit Program Office.

**m. FSDO On-Site/Planning Coordinator (OPC) and Assistant OPC.** The Orlando FSDO Manager designates the FSDO On-Site/Planning Coordinator and Assistant On-Site/Planning Coordinator. The FSDO On-Site/Planning Coordinator coordinates pre-event temporary FSDO activities, to include the assignment of personnel and the transfer of supplies and equipment for use by the temporary FSDO to and from the ASO Safety Center. The OPC is responsible for all Temporary FSDO and airshow monitoring operations during SUN 'n FUN and reports directly to the Orlando FSDO Manager. The Assistant FSDO On-Site Planning Coordinator assists with the oversight of all Temporary FSDO and airshow monitoring operations and reports directly to the FSDO OPC.

**n. Air Show Monitoring Team.** The Orlando FSDO Manager designates the Air Show Inspector in Charge (IIC) and the Assistant Air Show IIC. The Air Show IIC, in coordination with the FSDO OPC, is responsible for the oversight of all air show activities and reports directly to the FSDO OPC.

**o. Accident Investigation Team.** The Accident Investigation Team, consisting of one Operations and one Airworthiness ASI, is on-site during the SUN 'n FUN Fly-In to investigate all accidents/incidents associated with the event. Personnel assigned to the Accident Investigation Team are under the supervision of the FSDO OPC and assist in the operation of the Temporary FSDO as directed.

**p. Aviation Safety Personnel.** The assigned personnel consist of Operations Inspectors, Airworthiness Inspectors and Aviation Safety Technicians (AST). These personnel provide customer service support at the FSDO and report to the FSDO OPC. Aviation Safety personnel may be required to assist in accident/incident coverage.

**q. Roving Safety Support Team.** The Roving Safety Support team is in place to assist in the areas of special interest i.e. Light Sport Aircraft. The Roving Safety Support Team may be required to assist at the FSDO and with accident/incident coverage. The Roving Safety Support Team reports to the FSDO OPC.

**r. Administrative Support.** The Administrative Support position may be replaced by an AST depending on mission requirements and/or administrative support availability.

#### **4. Specific Organizational Responsibilities.**

##### **a. Orlando FSDO Manager.**

(1) The Orlando FSDO Manager is responsible for ensuring the accomplishment of all required activities concerning Safety Educational Program participation in SUN 'n FUN Fly-In.

(2) The Orlando FSDO Manager ensures that planning and preparation for the Safety Seminar activities are accomplished by selecting a Producer within 180 days prior to the event.

(3) The Orlando FSDO Manager ensures that a schedule of Safety Educational Seminars and other Safety Team Educational Program activities at the ASO Safety Center is developed in direct support of the National and Regional performance goals of the Destination 2025 plan. The Orlando FSDO Manager will have final approval of the FAA Safety Seminar Schedule and other Safety Team Educational Program activities. Additional duties include, but are not limited to:

(a) Obtains the overall budget, funding, and procurement assistance for all personnel whose event participation is in direct support of the FAA Safety Team Program as sanctioned by the National and Regional Business performance goals of the Destination 2025 plan for required safety educational programs.

(b) Due to the size and scope of the FAA Aviation Safety Program activities at SUN 'n FUN, the Orlando FSDO Manager may assign other personnel to directly support the National and Regional performance goals of the Destination 2025 plan and to directly impact the general aviation fatal accident rate.

(c) Ensures advance publication of the Program Schedule of Safety Seminars and other activities and for on-site advertising during the SUN 'n FUN Fly-In.

(d) Acquire funding for advertising the FAA Safety Seminars within 30 days prior to the event.

##### **b. Primary Regional SUN 'n FUN Coordinator (PRC).**

(1) As the representative of the Regional Administrator and the Orlando FSDO Manager, the PRC is charged with the oversight of all FAA preparations and planning for SUN 'n FUN Fly-In.

(2) Serves as the SUN 'n FUN Chairman for Area 361 (FAA) with SUN 'n FUN Fly-In, Inc. and the OPC for the ASO Safety Center.

(3) Collaborates with SUN 'n FUN Fly-In, Inc. for all needed coordination between the FAA and SUN 'n FUN Fly-In, Inc.

(4) Administrative support for the PRC (typing, mailing, etc.) is provided at the coordinator's office or facility. Additional support, as needed and requested by the PRC, will be provided by the Office of the Regional Administrator.

(5) The PRC is responsible for distribution of the FAA ID Credentials, the SUN 'n FUN Fly-In credentials, vehicle passes and equipment obtained from SUN 'n FUN Fly-In to FAASTeam Representatives, speakers and all FAA LOB personnel and support staff.

(6) Overall point of contact throughout the year for coordination and preparation of SUN 'n FUN activities.

(7) Designates a Secondary Regional Coordinator (SRC) no later than 180 days prior to the event.

(8) Designates a Security Coordinator no later than 180 days prior to the event.

(9) Requests IT support personnel in order to manage, oversee and support the FAA Intranet and Internet infrastructure and users during the event at the ASO Safety Center. Request should be made no later than 120 days prior to the event.

(10) In conjunction with the Orlando FSDO Manager coordinates office space dedicated for the exclusive use of the SRC, ARC OPC, Information & Visual Technology Specialist, and IT Team. These areas shall be equipped with basic office furniture and at least one exclusive-use telephone line. Efforts are made to create a dedicated space available for accident investigation activities such as private interview and security of reports, etc.

(11) Conducts a pre-briefing for all lines of business (LOB) the day prior to the event; daily briefings during the event; and an out-briefing with each organization's On-Site/Planning Coordinators (OPC), prior to close of the SUN 'n FUN Fly-In.

(12) Secure and return all equipment to SUN 'n FUN on the Monday following the event.

(13) The PRC compiles a closeout activity report on problems encountered and lessons learned. A copy of the closeout activity report is provided to the Regional Administrator and each organization's On-Site/Planning Coordinator within 120 days of the conclusion of SUN 'n FUN.

**c. Secondary Regional Coordinator (SRC).** The PRC designates the individual who will serve as the Secondary Regional Coordinator. The Secondary Regional Coordinator is responsible for the following:

(1) Assists the PRC in all planning meeting preparations.

(2) Serves as the SUN 'n FUN Co-Chairman for Area 361 (FAA) with SUN 'n FUN Fly-In, Inc.

(3) Oversees the Production Media Team. Assists the Producer in final speaker selections. Ensures that the final seminar schedule is submitted to the necessary publications and SUN 'n FUN calendar no later than December 15.

(4) The SRC shall arrive at the site no later than the Thursday prior to the air show and remain at the site until Monday after the SUN 'n FUN Fly-In.

(5) Coordinate with the PRC and SUN 'n FUN Chairman Coordinator to order equipment for all LOB's from SUN 'n FUN at least 45 days prior to the event.

(6) Request access to the SUN 'n FUN SharePoint site for all necessary personnel at least 30 days prior to the event.

(7) Presents and provides a copy of the emergency plan during the pre-briefing for all lines of business the day prior to the event.

(8) Serves as the focal point for any mechanical, electrical or structural problems concerning the ASO Safety Center and maintains coordination with SUN 'n FUN Fly-In management to arrest or solve problems with the building.

**d. ARC On-site/Planning Coordinator (ARC OPC).** The Regional Administrator (RA) designates the individual who will serve as the ARC On-site/Planning Coordinator. The ARC On-Site/Planning Coordinator is responsible for the following:

(1) Serving as a focal point for many support services for the participating FAA organizations during SUN 'n FUN Fly-In. The ARC On-site/Planning Coordinator acts as the organization's point of contact with the PRC/SRC during the pre and post-event planning phases.

(2) Coordinates with the Regional Administrator and ATO Planning & Requirements Group to initiate the reimbursable agreement for the event no later than November 1 following the current Agency orders and guidance.

(3) Sends out notification to prospective exhibitors that the website is open for registration. This notification should be sent in early October.

(4) Prepare and submit letter requesting per diem rate adjustment 120 days prior to start of the event.

(5) Provide information package to all accepted exhibitors 60 days prior to the start of the event.

(6) Request attendee list and dates of attendance from participating Exhibitors for pass distribution at least 60 days prior to the start of the event.

(7) Work with Regional Administrator's office to update VIP list, invitation letter, and submission of VIP list to the Orlando FSDO Manager 60 days prior to start of the event.

(8) Submit list of attendees for the City of Lakeland/SUN 'n FUN Fly-In, Inc. Aviation Appreciation Dinner to City of Lakeland Airport Office Coordinator two weeks prior to the start of the event.

(9) The ARC On-Site/Planning Coordinator shall arrive at the site no later than the Thursday the week prior to the air show and remain at the site at least until Monday after the SUN 'n FUN Fly-In.

(10) Monitors the ASO Safety Center use to ensure operational areas (FSDO, offices, etc.) are not to be used as a lounge, hospitality or informal meeting areas.

(11) Accomplish a post-event review of this order, to include the writing of revisions and updating of information. This post-event review is accomplished no later than November.

**e. Information & Visual Technology Specialist (IVTS).** The PRC designates the individual who will serve as Information & Visual Technology Specialist. This individual is responsible for the following:

(1) Scheduling the conference rooms for use during the event and for the studio on the weekend prior to the event's start date for FAA personnel training for those attending the event.

(2) Coordinates the required office needs, ensures adequate office supplies are ordered for added personnel, and sets up space for the temporary FAA FSDO.

(3) Order FAA Safety magazines and materials for the event.

(4) Assists the PRC in preparing the pre-briefing PowerPoint presentation for all LOBs.

(5) Temporarily issues facility keys to critical personnel as determined by the PRC following the current policy and regulations. Responsibilities include collecting the keys at the close of the event.

(6) Serves as the main focal point regarding the compliance of security and OSHA requirements during the event within the facility. Any additional guidance and support will be coordinated with the PRC, ASO-750 (Security and Hazardous Materials) and/or ASO OSHECOM whenever necessary.

(7) Maintains current information on the SUN 'n FUN SharePoint site.

(8) Develops feedback forms for FAA LOBs.

(9) Keeps meeting minutes from all SUN 'n FUN meetings.

(10) Compiles data and creates data charts from the FAA LOBs feedback forms for the PRC's required close out report.

(11) Maintenance of a roster of key personnel during the week of the event, to include on-site location and phone numbers as well as hotel and other off duty contact information.

**f. Building Security Coordinator (BSC).** The PRC designates the individual who will serve as the Building Security Coordinator. The Building Security Coordinator is responsible for the following:

(1) Controls access to the observation deck on the roof of the ASO Safety Center. The BSC will ensure that the observation deck is staffed by a FAA employee at all times.

(2) Responsible for the oversight in opening and closing the ASO Safety Center office complex within the designated times as established by the PRC.

(3) Responsible for all security concerns during the event. The BSC will coordinate with the Lakeland Police Department and SUN 'n FUN officials as necessary.

(4) Responsible for coordinating with SUN 'n FUN Raider volunteers to ensure trash is collected as needed.

(5) The BSC will monitor the ASO Safety Center for any unauthorized vendors that attempt to connect their booth to building utilities.

(6) The BSC shall arrive no later than the day prior to the airshow and remain at the site until the close of the event on Sunday.

**g. Producer.** The SRC designates the individual who will serve as the Producer. The Producer is responsible for the following:

(1) Seeks quality speakers for the daily safety seminars. Assist the SRC in final speaker selections and confirms speaker participation. Submits final seminar schedule to the necessary publications and SUN 'n FUN calendar no later than December 15.

(2) Responsible for selection of the FAAS Team Representatives that will staff the Production Media Team.

(3) Manages the Run Crew.

(4) Coordinates with Senatorial and Congressional Staffers and SUN 'n FUN for the Congressional Town Hall meeting.

(5) Coordinate the Wright Brothers and Charles Taylor Awards.

(6) Provides annual training for the FAAS Team Representatives and Run Crew.

(7) Conducts a daily production crew briefing.

(8) In conjunction with the BSC, performs a daily security inspection of the building prior to opening and after closing.

- (9) Ensures quality of live streaming for content and suitability. Has the ability to terminate the broadcast, if needed.

**h. Director.** The Producer designates the individual who will serve as the Director. The Director is responsible for the following:

- (1) Responsible for overseeing the creative aspects of the media production.
- (2) Conducts final editing for media products.
- (3) Determines the visual and audio set-up for maximum quality of the presentation.
- (4) Manages technical details such as positions of cameras, use of lighting, etc.
- (5) Directs all performances of the crew and speakers.

**i. Production Manager.** The Producer designates the individual who will serve as the Production Manager. The Production Manager is responsible for the following:

- (1) Responsible for all technical aspects of the production.
- (2) Oversees floor manager and all crew members as well as the audience.
- (3) Manages the web live streaming broadcast.
- (4) Participates with the Producer and Director in reviewing and editing the daily films.
- (5) Ensures all seminars are entered into SPANS and approved at least 30 days prior to the event.
- (6) Requests and approves speaker PowerPoint presentations 45 days prior to the event.
- (7) Requests speaker biographies 45 days prior to the event.
- (8) Oversees the development of the QR codes and coordination with FAASafety.gov

**j. Production Assistant.** The Producer designates the individual who will serve as the Production Assistant. The Production Assistant is responsible for the following:

- (1) Assists the Producer, Director and Production Manager.
- (2) Prepares the seminar attendance reports.
- (3) Prepares the SPANS close-out reports.
- (4) Manages web presence audience dialogue during live streaming.

- (5) Prepares advertisements for FAA safety seminars.

**k. Information Technology Coordinators (IT).** The PRC requests and designates the individuals that will serve as the IT Coordinators. Responsibilities include:

- (1) Installing switches and cables to accommodate employees and facilities (conference rooms, offices and exhibit area).
- (2) Assist LOB users with equipment and hardware set-up.
- (3) Set-up, configure and troubleshoot network and multi-functional equipment (copiers, printers and scanners).
- (4) Troubleshoot and resolve network connectivity or performance issues.
- (5) Fix and/or replace equipment if and when needed.
- (6) Responsible for the IT security of the ASO Safety Center networks for all FAA LOBs.

**l. Advanced Imaging Division, National Exhibit Program Office, AJP-796.** Exhibitor registration is coordinated by the National Exhibit Program Office, AJP-796. Responsibilities include:

- (1) Maintaining exhibit registration website for exhibitor signup with a deadline for registration by December 1.
- (2) Coordination with the ARC On-Site/Planning Coordinator in the event of more registrants than space allows. The Regional Administrator, ASO-1 will retain authority for final decision of accepted participants.
- (3) Work directly with exhibitors to develop requirements for booth design.
- (4) Ensures exhibits are open by 9:00 a.m. and close no earlier than 5:00 p.m. each day of the event including the last day of the event.
- (5) Ensures there are new flags for the event (FAA, DOT and American flags).
- (6) Provides the graphics for the daily/weekly seminar schedules.

**m. FSDO On-Site/Planning Coordinator (OPC) and Assistant On-Site/Planning Coordinator (AOPC).** The FSDO On-Site/Planning Coordinator coordinates pre-event temporary FSDO activities, to include the assignment of personnel and the transfer of supplies and equipment for use by the temporary FSDO to and from the ASO Safety Center. The OPC is responsible for all Temporary FSDO and airshow monitoring operations during SUN 'n FUN and reports directly to the Orlando FSDO Manager. The Assistant FSDO On-Site Planning Coordinator assists with the

oversight of all Temporary FSDO and airshow monitoring operations and reports directly to the FSDO OPC. Additional duties of the OPC and AOPC include, but are not limited to:

- (1) Represent the FSDO Manager.
- (2) Ensure that minimum staffing requirements are filled appropriately.
- (3) Schedule personnel to operate the temporary FSDO and airshow monitoring operations.
- (4) Arrange for transportation of those personnel to and from the SUN 'n FUN Fly-In site.
- (5) Manage the counter area in the temporary FSDO.
- (6) Provide guidance and support for Airshow Monitoring Team.
- (7) Coordinate accident/incident response by Accident Investigation Team.
- (8) Arrange for NTSB support during the SUN 'n FUN Fly-In.
- (9) After the event, the FSDO OPC participates in the post-event review with the PRC.

The Orlando FSDO will provide/supply temporary airman certificates and aircraft forms and/or applications in order to accomplish FSDO functions. FSDO functions proactively eliminate airmen and aircraft non-compliances which introduce, or increase, risks while operating in the National Airspace (NAS). The Orlando FSDO presence at the Fly-In allows for real-time correction of airman and/or aircraft non-compliances when operating into or from Fly-In venues.

**n. Air Show Monitoring Team.** The Orlando FSDO Manager designates the Air Show Inspector in Charge (IIC) and the Assistant Air Show IIC. The Air Show IIC, in coordination with the FSDO OPC, is responsible for the oversight of all air show activities and reports directly to the FSDO OPC. Additional duties include:

- (1) Issues a Certificate of Waiver or Authorization as required for the daily air show and a separate Certificate of Waiver or Authorization as required for the daily experimental aircraft fly-bys.
- (2) Provides adequate surveillance of air show activities and is responsible for the scheduling and conduct of Air Show participant briefings and meetings.
- (3) Attends the pre-show participants' briefing each day. The War Bird briefing is normally conducted on the flight line at the War Bird headquarters building.
- (4) Is located at Air Show Control during the scheduled show time period and may be relocated during the show for specific surveillance tasks at his/her discretion.
- (5) Assists the FSDO OPC in the operation of the temporary FSDO as directed.

### Chapter 3. Air Traffic Organization

**1. Air Traffic Organization.** The Air Traffic roles, responsibilities, administrative and operational requirements are contained within the air traffic SUN 'n FUN Standard Operating Procedures. Solicitation, bidding and selection procedures for bargaining unit employees assigned to special air traffic events are contained within the FAA/NATCA Memorandum of Understanding for special air traffic events.

#### 2. Eastern Service Area Technical Operations

**a. Eastern Service Area Technical Operations (ESATO) Director.** The ESATO Director is responsible for coordination within the Eastern Service Area for Technical Operations.

(1) The ESATO Director provides overall budget and procurement assistance for ESATO personnel and activities.

(2) Technical Operations coordinates with subordinate organizations in determining total requirements for submission of travel, hotel room, and uniform procurement requests, as well as on-site purchase of special supplies or equipment.

(a) Provision of contracting services and coordination for the installation and operation of all telecommunications systems at the ASO Safety Center, requested by user organizations. This includes communications lines for inter-facility control, special and administrative telephones, data circuits for modem and facsimiles, A & B circuits, instruments and Weather Services International (WSI) radar data circuits.

**b. Organization and Staffing.** The ESATO Director endorses the Miami District Manager or Tampa Technical Operations Manager and Technical Support Office Group (TSOG) Manager to designate an Operations SUN 'n FUN Fly-In On-Site Planning Coordinator (OPC) and Alternate OPC from Technical Operations.

(1) The OPC and Alternate will serve a two-year term beginning in the month of June.

(2) The Alternate OPC will shadow the OPC for one year to become familiar with the roles and responsibilities of the position.

#### **c. Responsibilities.**

(1) The Miami District Manager or Tampa Technical Operations Manager and Technical Support Office Group (TSOG) Manager participate in all regionally scheduled SUN 'n FUN Fly-In planning meetings on behalf of ESATO Director.

(2) The Miami District Manager or Tampa Technical Operations Manager and TSOG Manager are responsible to coordinate all Technical Operations activities associated with the SUN 'n FUN Fly-In. Activities include and are not limited to installing and optimizing equipment, operating the ESA Technical Operations exhibit booth, Safety Risk Management (SRM), maintenance and repair of temporary equipment.

(3) The OPC is responsible to coordinate with the Miami District Manager or Tampa Technical Operations Manager and TSOG Manager for all non-technical support activities associated with the SUN 'n FUN Fly-In activities. i.e., Fiscal requirements, exhibit acquisition, travel, and lodging requirements, uniform procurement and special requirements.

(4) The OPC is responsible to coordinate with the Field Network Operations Team Manager, AJW- 94342 for all telecommunications service requirements such as telephone circuits, telephones, data circuits, Weather Services International (WSI) radar circuits, etc.

(5) The OPC is responsible to coordinate with the Spectrum Engineering Services Group, AJW-935 for all frequency requirements and assignments. The OPC will coordinate with Miami District Manager or Tampa Technical Operations Manager who are responsible to support greater and associated frequencies.

(6) The OPC is responsible to coordinate with the Miami District Manager or Tampa Technical Operations Manager and TSOG Manager for volunteers who will install and optimize temporary facilities, equipment, and services used during the SUN 'n FUN Fly-in at Lakeland, Lake Parker, and Plant City locations.

(7) The OPC is responsible to coordinate with Terminal and Flight Service Operations, as well as responding to other technical requirements.

(8) The OPC will coordinate with the St. Petersburg SSC Manager and the Lakeland Aviation Authority to have the trees trimmed at Lake Parker in order to identify aircraft overlying Lake Parker.

(9) Technical Operations personnel will provide on-site installation and maintenance of temporary radio communications and navigation facilities, visual aids, special airport aids, signal lights, obstruction markings, and standby power generators and batteries used during SUN 'n FUN for the Lakeland ATC Tower, Lake Parker, Plant City locations and Lakeland Temporary Flight Service Station.

(a) There will be a minimum of seven (7) volunteers from the Technical Operations organization.

(b) A list of alternates will be selected and on standby to provide support for the Sun n' Fun Fly-In.

(c) The volunteers and alternates will be selected in January prior to the start of the SUN 'n FUN Fly-In.

(d) Volunteers and alternates will be available at least (3) days prior to the Sun n' Fun Fly-in and at least (2) days following.

(e) Volunteers are responsible for all SUN 'n FUN Fly-In event equipment repairs.

(10) The OPC will coordinate with the St. Petersburg SSC Manager and the Lakeland Aviation Authority to have safety areas established around the AOA FAA facilities and their access roads.

**d. Operational Procedures and Coordination Instructions.** (Set-up time frame)

(1) October - The Miami District Manager or Tampa Technical Operations Manager will send a Memorandum to Technical Operations System Support Centers asking for volunteers who would like to participate in SUN 'n FUN.

(2) November - A meeting will be held six (6) months prior to the Fly-in between Tech OPS, Terminal & Flight Services, and the Non-Federal Air Traffic Control Tower Chief at Lakeland, Florida, to confirm equipment requirements.

(a) Number of Frequencies required.

(b) Number of telephone lines required to support frequencies and point-to-point communications.

(c) Lake Parker requirements.

(d) Plant City requirements.

(e) Gainesville SSC – Greeter Frequency telecommunication and spectrum requirements.

(f) SUN 'n FUN Fly in exhibit requirements for Technical Operations (Booth and displays).

(3) December - The Technical Operations Coordinator and the TSOG coordinator determine event staff and prepare names of primary and alternates to be submitted.

(4) January - Temporary lodging requirements and request for lodging exemptions less than 50 Miles from residence are submitted to Regional Administrators for processing. Uniform requirements, number, and sizes submitted to TSOG Manager. Strategic Event Coordination (SEC) will be submitted to the AOCC for coordination of extended shut down of NAS Facilities impacted by SUN 'n FUN.

(5) March - The OPC will coordinate the equipment installation a minimum of one month prior to the Fly-In.

(6) March - At least fourteen (14) days prior to the start of the Fly-In, coordination with the Non-Federal Air Traffic Control Tower Chief in Lakeland shall be accomplished which involves scheduling the time of day for equipment installation and tune-up.

**3. Flight Service Program Office (FSPO).** If funding is made available, the Flight Service Program Office (FSPO) shall task Lockheed Martin Flight Services (LMFS) with operational support of SUN 'n FUN. The FSPO will provide the ARC On-Site/Planning Coordinator with a copy of the executed Task Order (TO). If funding is not available, pilots will obtain information from the numerous external sources available.

**The following is only applicable if funding is available:**

**a.** When tasked by the FSPO, LMFS shall provide routine and special operation of a Temporary Flight Service Station (TFSS) at Lakeland Linder Regional Airport (LAL), located within a suitable facility in agreement with AJR-B Flight Services Program Operations and SUN 'n FUN.

**b.** The LMFS SUN 'n FUN Support Management Team is authorized to coordinate and execute the logistics and operations of the TFSS directly with the Primary Regional SUN 'n FUN Coordinator (PRC), Eastern Service Area Technical Operations and Air Traffic Services management as necessary/required.

**c. FSPO Responsibilities.** The LAL TFSS is responsible for providing Flight Services. Flight Services are specific air traffic services which include: Pilot Weather Briefings (PWB), Flight Data & NOTAM support, Search and Rescue (SAR), and Inflight support (primarily activation and closure of VFR flight plans). Specialists use on-line data sources, such as AISR and commercially available weather graphics. All procedures will be in accordance with pertinent FAA Directives.

(1) Preflight Weather Briefings. Conduct preflight weather briefings both over the phone, face-to-face and at the LAL TFSS. Typically, group briefings are provided to special interest groups such as Air Show, War Birds and Ultra-light pilots/participants, as well as Emergency Services or others as requested.

(2) Flight Data & NOTAM Support. LMFS Specialists shall file, activate and close flight plans upon request. Additionally, NOTAMs are received, formatted and issued in coordination with event organizers and Air Traffic facilities.

(3) Search and Rescue (SAR). Provide a life-saving service to lost or overdue aircraft and concerned parties. This service is provided through the combined efforts of the agencies responsible for SAR and requires extensive coordination responsibilities. On-site, direct communications with Civil Air Patrol (CAP) is conducted using hand-held radios or at the request of the CAP their cell phones. LMFS shall transmit all necessary SAR messages regarding overdue aircraft.

(4) Inflight Support. An air-to-ground frequency is provided to assist aircraft arriving or departing LAL

**d. Hours of Operation.** LAL TFSS shall operate between the hours of 6:00 a.m. to 7:00 p.m. EST daily, from one day prior until the final day of the event and 6:00 a.m. to 12:00 p.m. on the day after the event closes. All LAL TFSS communications and briefing equipment shall be setup and operational no later than one day prior to the start of the event.

**e. LAL TFSS After Hours Procedures.** Pilots may obtain a PWB and file, open or close their flight plans after hours by calling 1-800-WX-BRIEF from any telephone at any time.

**f. Weather Warnings.** Upon receipt of pertinent local weather warnings, LAL TFSS will relay the information to LAL ATCT, Flight Operations, Flight Standards and ESATO personnel.

**g. Staffing.** LMFS will provide staffing for LAL TFSS, as approved by the FSPO.

(1) On-site staffing of the LAL TFSS shall include the following classifications:

- (a) Station Management Senior – LMFS Event Services Manager (ESM)
- (b) Station Management Mid-Level – Operations Manager (OM)
- (c) Station Management Junior – Operations Supervisor (OS)
- (d) Senior Engineer (SE) – IT Systems Support Technician
- (e) Air Traffic Control Specialist (ATCS)

(2) The OM must ensure that each specialist and supervisor complete training and local area orientation prior to providing Flight Services support at SUN ‘n FUN.

(3) FAA Daily and Post-Event Activities. The OM (or designee) shall participate in daily status meetings, the PRC’s Outbrief, All Hands Meeting (one day prior to close of SUN ‘n FUN Fly-In), and/or any other meetings as required.

#### **h. Timelines**

(1) January

(a) Review draft of special Air Traffic Management NOTAM, when requested by ETSA.

(2) February

(a) Order reference publications (aeronautical charts and materials).

(c) Coordinate with the State of Florida Department of Transportation – Aviation Office for appropriate publications (hand outs) such as Florida Airport Directories and/or Florida Aeronautical charts.

(3) Prior/Post SUN 'n FUN Event

(a) Equipment will be installed, tested and operational no later than 2 days prior to the opening of the TFSS.

(b) The OM must ensure that each specialist and supervisor complete training and local area orientation prior to providing Flight Services support at SUN 'n FUN.

(c) The TFSS will be open beginning at 6:00 a.m. the day prior to the fly-in opening day.

(d) One day prior to close of SUN 'n FUN Fly-In, attend PRC out-brief and all hands meeting.

(4) June

(a) Submit any suggested revisions to the SOP through the FAA In-Service Management Group, Contracting Officer, Contracting Officer Representative or Program Manager.

(b) Submit any suggested revisions to the SUN 'n FUN Order through the FAA In-Service Management Group, Contracting Officer, Contracting Officer Representative or Program Manager.

## Chapter 4. ASO Safety Center

**1. ASO Safety Center (ASO SAFETY CENTER).** The Orlando FSDO Manager is responsible for controlling the utilization of the ASO Safety Center on a year-round basis.

**2. Rules and Regulations.** The following rules and regulations apply to all tenants of the FAA ASO Safety Center, Lakeland Regional Airport, Lakeland, Florida, including governmental and non-governmental personnel and organizations. Use of the ASO Safety Center at Lakeland, Florida is allowed for non-commercial purposes by only non-profit aviation-oriented organizations. No commercial or non-aviation activities will be scheduled or conducted at the ASO Safety Center.

**3. Prohibitions.** The following activities are prohibited at the ASO Safety Center:

a. Gambling.

b. Consumption, sale, serving or possession of alcoholic beverages, or illegal substances.

c. Smoking or use of any tobacco product.

d. Any activity which increases the risk of damage to the ASO Safety Center beyond normal usage.

e. Pets are not allowed in the ASO Safety Center with the exception of service animals.

f. Any illegal or unlawful activity or enterprise.

**4. General Use of Facility.** Any tenant performing tasks on behalf of FAA in support of the event within the ASO Safety Center facility is responsible to be familiar with the current Facility Security Plan and the Occupant and Emergency Operations Plan. If questions or concerns arise, they should be directed to the PRC or the Building Security Coordinator. Each ASO Safety Center user organization agrees to comply with all local codes and ordinances applicable to the use and operation of the building, and to obtain all necessary permits and related items.

## **Chapter 5. Emergency Procedures for Severe Weather**

### **1. Emergency Procedures.**

**a.** An emergency plan has been developed in collaboration with SUN 'n FUN Fly-In, Inc. and the City of Lakeland. A briefing will be held for all participating LOBs notifying them of the procedures and a table top exercise including an annual bomb drill will be conducted no later than 45 days prior to the event. This information will also be briefed during the pre-briefing meeting prior to the event.

**b.** In the event of inclement weather, an announcement will be made over the internal PA system for all FAA personnel to take shelter in the ASO Safety Center hallway. The following actions shall be taken:

- (1) Area monitors will be selected to ensure members of the public in the ASO Safety Center at the time of an emergency are kept away from windows, doors and rooftop.
- (2) Notification by radio or landline will be performed alerting remote air traffic service operation personnel to move to the designated shelter.
- (3) An area monitor briefing will be held prior to the event start date.

## Chapter 6. Administrative Information

**1. Distribution.** This order is distributed to all divisions within the Southern Region, the Lockheed Martin Program Office, the Orlando Flight Standards District Office, the Lakeland Regional and Miami International Airport Traffic Control Towers (South Florida District), Flight Service In-Service Management (FAA Headquarters), the Tampa Technical Operations Management Office, Miami District for Technical Operations, Southern Region Public Affairs Office, Eastern Terminal Service Area (ETSA), Eastern Service Area Technical Operations Services (ESATO), ARC and HQ Flight Services Safety and Operations.

### **2. Background.**

a. The Experimental Aircraft Association (EAA) began sponsoring the SUN ‘n FUN Fly-In at the Lakeland, Florida, Airport in 1974.

b. SUN ‘n FUN Fly-In is the second largest airshow in the U.S.; therefore, this necessitates the need for adequate participation by the FAA for safety oversight and education.

c. Most participating elements of the FAA are headquartered in the ASO Safety Center.

**3. Authority to Change This Order.** The authority to revise or cancel material in this order resides with the Regional Administrator.

**Appendix A. Acronym List**

AIIC	Assistant Inspector in Charge
AOPC	Assistant On-Site Planning Coordinator
ARC	Regions and Center Operations
ATCS	Air Traffic Control Specialist
ATCT	Air Traffic Control Tower
ATO	Air Traffic Organization
BSC	Building Security Coordinator
CAP	Civil Air Patrol
ESATO	Eastern Service Area Technical Operations
ESM	Event Services Manager
FAASTeam	FAA Safety Team
FPM	FAASTeam Program Manager
FSDO	Flight Standards District Office
FSPO	Flight Services Program Office
FSS	Flight Service Station
GFE	Government Furnished Equipment
IIC	Inspector in Charge
IVTS	Information & Visual Technology Specialist
LAL	Lakeland
LOB	Lines of Business
LMFS	Lockheed Martin Flight Service
OPC	On-Site Planning Coordinator
OM	Operations Manager
OS	Operations Supervisor
OSHECOM	Occupational Safety, Health and Environmental Compliance Committee
PM	Program Manager
PWB	Pilot Weather Briefings
PRC	Primary Regional Coordinator
SAR	Search and Rescue
SE	Service Engineer
SEC	Strategic Event Coordination
SRC	Secondary Regional Coordinator
RFM	Regional FAASTeam Manager
TFSS	Temporary Flight Service Station
TO	Task Order
TSOG	Technical Services Operations Group
WSI	Weather Services International

**Appendix B. FAA Form 1320-19, Directive Feedback Information**

Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order

To: Directive Management Officer, \_\_\_\_\_

*(Please check all appropriate line items)*

An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_ .

Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
*(attached separate sheet if necessary)*

In a future change to this order, please include coverage on the following subject  
*(briefly describe what you want added):*

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_