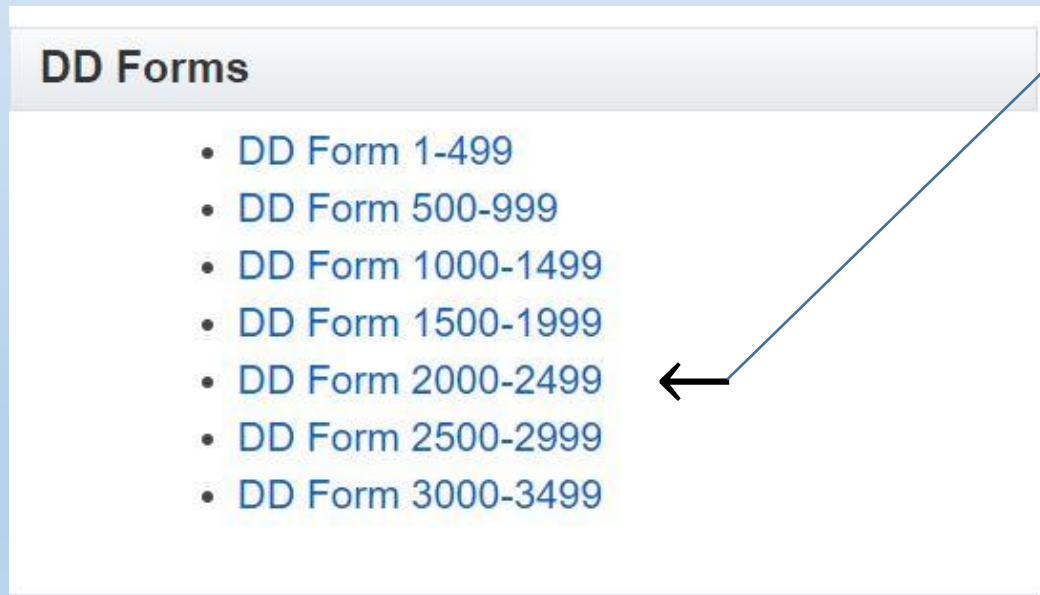


CALP Tips:

Where to find the right forms,
Tips on how the forms should be filled in
Other information you may need

Use the most current forms. The site for official DOD forms is:

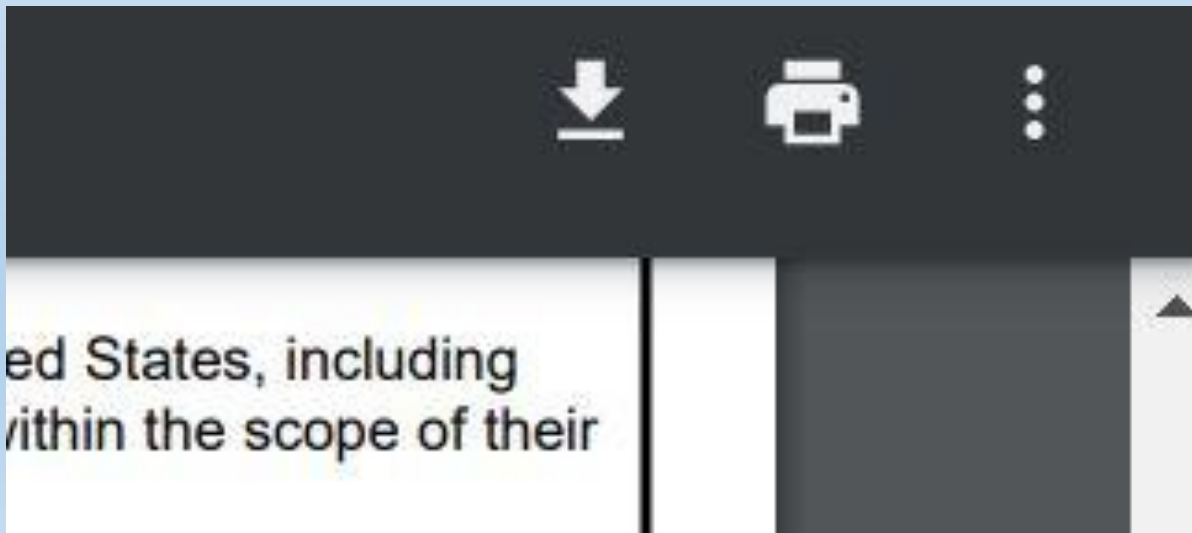
<https://www.esd.whs.mil/directives/forms/>



Choose this batch of forms

DD2400	Civil Aircraft Certificate of Insurance	5/21/2021	No	AIR FORCE
DD2401	Civil Aircraft Landing Permit	5/21/2021	No	AIR FORCE
DD2402	Civil Aircraft Hold Harmless Agreement	5/21/2021	No	AIR FORCE

Click on the form you need. (Don't worry that it says Air Force, that only means that they own the forms.)



Per OMB, you must download and/or print the form prior to filling it out to ensure the form version will display correctly.

Here are some tips that apply to all
of the documents



Legible

Dated

Signed


Current

All forms must be legible, dated and signed. Blurry forms, undated forms or unsigned forms must be corrected and resubmitted.
Obsolete forms will not be accepted.

All forms should reflect
the exact same legal
name. No nicknames or
partial names please.

The signatures on the 2400/01/02
Can be electronic or hand-signed.

We do accept color pdfs.



Corrections to the application
should be made by the
applicant!

These forms are the basis of a legal agreement that is being made with the government. Any changes that are needed for the CALP application must be made by the applicant.

DD 2401



Civil Aircraft Landing Permit

2. NAME OF AIRFIELD(S) TO BE USED

Any US Navy and US Marine Corps Landing
Facility

2. NAME OF AIRFIELD(S) TO BE USED

NS MAYPORT

All CONUS Air show and open houses

The NAVY only approves NAVY CALP requests. All other references must be removed.

You may only use the facilities where you have valid official business, no extra facilities will be approved.

The “use” information should go in block 4. purpose of use, not in block 2.

4. PURPOSE OF USE

h. Charter or Contract for USTRANSCOM

j. U S Government Agency Charter or Contract other than DOD

o. Commercial Air Taxi or other Government business

DOD Contract HTC711-16-D-R027, POC is

COR name and contact information

Avoid accidentally adding “extra” or “just-in-case” uses. Excess verbiage may not appear in block 4. In this example lines “j... and o....” must be removed. “Other” or “additional” uses are not approved.

Feel free to clarify approved uses with the Contracting Officer’s Representative (COR).

5. AIRCRAFT DATA

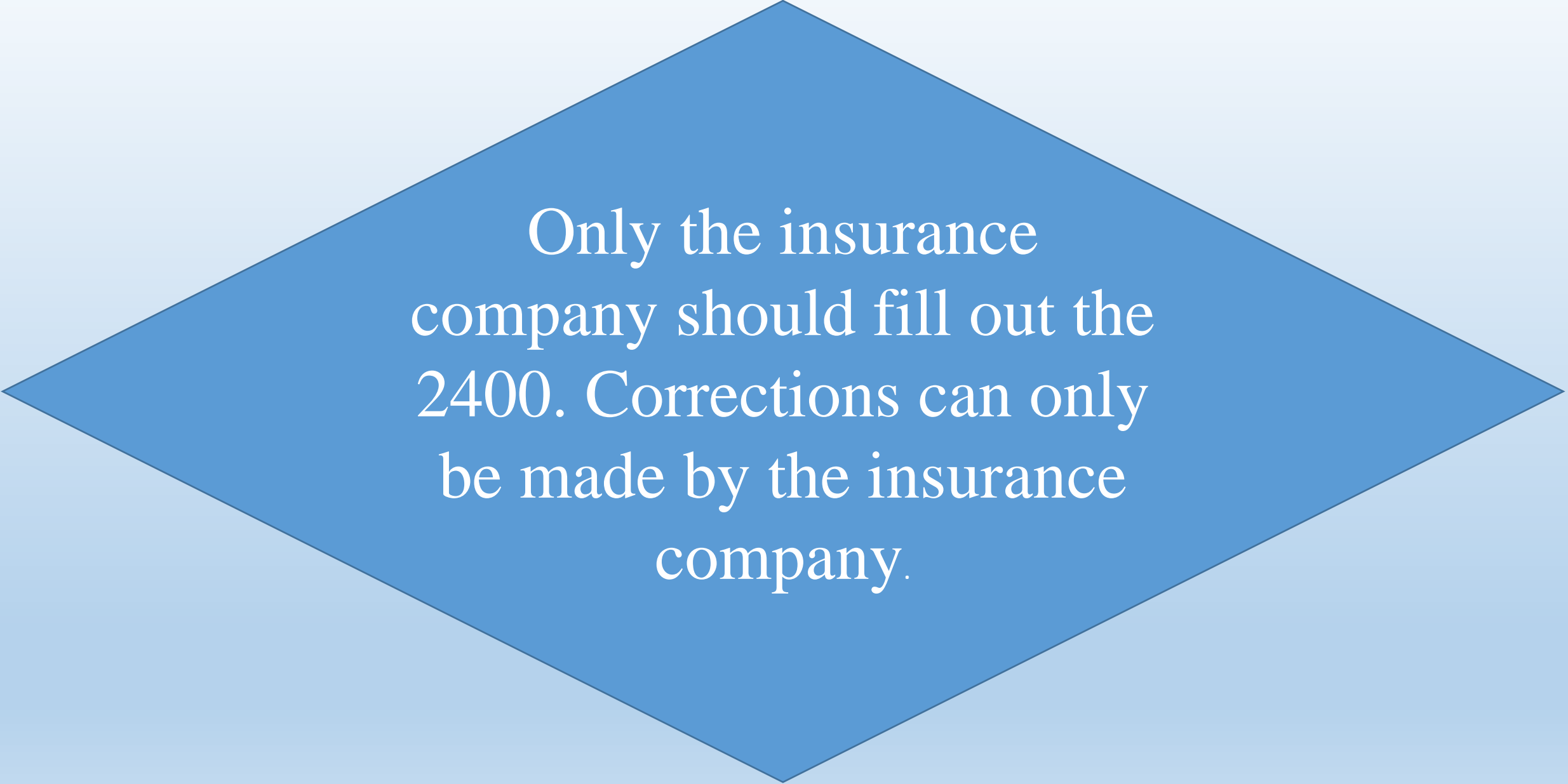
a. MANUFACTURE	b. MODEL	c. REGISTRATION NUMBER	d. CAPACITY		e. MAX GROSS TAKE-OFF WEIGHT (Pounds)	f. EQUIPMENT								
			(1) CREW	(2) PASSENGER		(1) TWO-WAY RADIO		(2) STROBE WARNING LIGHTS		(3) TRANS-PONDER		(4) IFR CAP ABILITIES		
						YES	NO	YES	NO	YES	NO	YES	NO	
North American	P-51	NL51HY	1		10100	X		X		X		X		

Don't leave any blanks. If the answer is "0" then "0" should be entered in the block.

DD 2400

Civil Aircraft Certificate of Insurance





Only the insurance
company should fill out the
2400. Corrections can only
be made by the insurance
company.

PLEASE DO NOT RETURN YOUR FO

2. INSURER

a. NAME

One or more member companies

If the insurance company indicates more than one provider, there must be a 100% providers list included with the submission.

ONLY ONE of these blocks should be used.

Block 5

- If block 5 is used...
- Block 1a and 1c should be filled in as well as Blocks 2a, b and c.
- The liability limits will be separate in this block.
- Seems easy, but is often incomplete.

Block 6: Single limit liability

- This is for single limit use only.
- The dollar amount in this block should show at least the minimum combined coverages.
- Passenger amount can be sub-limited to a minimum of 100k per passenger but it must come from the combined total.

Determining the correct insurance amount is based on these 3 categories:

Cargo only
and aircraft
being flight-
tested or
ferried
without
passengers.

Commercially
Operated
&
Privately
owned general
aviation flights
weighing more
than 12,500
lbs.

Privately
owned general
aviation flights
weighing less
than 12,500
lbs.

Cargo flights and aircraft being flight-tested ferrying no passengers are required to carry a minimum insurance amount of 1 million for bodily injury (minimum of 100,000 per person, the amount can be larger if required) and a minimum of 1 million for property damage.

Privately owned commercially-operated aircraft used for passenger carrying *and* privately owned non-commercially-operated aircraft of 12,500 pounds or more certified maximum gross takeoff weight will be insured for: the minimum insurance amount of 1 million for bodily injury (minimum of 100,000 per person, the amount may be larger if required) and a minimum of 1 million for property damage plus passenger liability of at least 100,000 per person (based on passenger seats). * A discount may apply. The next slide explains the discount.

Privately owned non-commercially-operated aircraft of less than 12,500 pounds will be insured for: the minimum insurance amount of 500,000 for bodily injury (minimum of 100,000 per person, so the amount can be larger if required) and a minimum of 500,000 for property damage plus passenger liability of at least 100,000 per person (based on passenger seats).

Commercial passenger discount explained

Privately owned commercially-operated aircraft used for passenger carrying and privately owned non-commercially-operated aircraft of 12,500 pounds or more certified maximum gross takeoff weight

Passenger liability. At least \$100,000 for each passenger, with a minimum for each accident determined as follows: multiply the minimum for each passenger, \$100,000 by the next highest whole number resulting from taking 75 percent of the total number of passenger seats (exclusive of crew seats). For example: The minimum passenger coverage for each accident for an aircraft with 94 passenger seats is computed: $94 \times 0.75 = 70.5$ —next highest whole number resulting in 71. Therefore, $71 \times \$100,000 = \$7,100,000$.

DD 2402

Hold
Harmless
Agreement



The two required signatures on the DD 2402 must be made by people who are legally authorized to bind the company to indemnification with the US Government.

Sometimes, that power is inherent, as with Corporate Officers: President, Vice President, Treasurer, Corporate Secretary, Chief Executive Officer, Chief Financial Officer or Chief Operations Officer.

At times we may need more information.

It may not be obvious as to how the company, partnership or LLC is set up as far as it relates to legal signatories.

There are many different titles: “Head” or “Director,” Partner, Managing Member, Member Manager or just Member.

In those cases you will need filed and numbered Corporate documents, or LLC Member agreements, Partnership agreements, notarized affidavits, etc. Don’t worry, we will ask if we need something extra.

Last but not least

We will need either your COR letter, your contract, an official memo, your written orders, your official invitation and/or a statement of good standing from the flying club president, if you're a member.

If you don't know which of these you'll need, don't worry, we will ask. Please be prepared to identify your government point of contact and their phone number or email address.

If you still have questions please reach out to the local Airfield Manager or to
CALP Headquarters at
calphq@us.navy.mil
cc CALP.HQ@navy.mil