



# Tour Request Form

- Our tour season is open September through March.
  - Tour applications are accepted beginning 1 August.
  - Tours for the **general public** are on the **3rd Tuesday** of the month **by appointment only** during normal business hours (9 a.m. - 12 p.m.).
  - Tours for **ROTC, JROTC, high schools, and colleges** are on **Thursdays by appointment only** during normal business hours (9 a.m. - 1 p.m.).
  - Contact Public Affairs for scheduling tours on alternative days.
  - **No tours on weekends and holidays.**
  - Tours are only offered to non-profit organizations.
  - Groups must provide their own transportation and all attendees must fit in one vehicle to include the tour guide.
  - All attendees must be at least 15 years old with photo identification.
  - Groups must have a minimum of 15 attendees and a maximum of 30. The tour will be canceled the day of if the minimum does not show up.
  - Each organization is limited to **1 tour per season**.
  - The completed Base Entry List (BEL) with names, driver's license number, and last four digits of social security number must be turned in by 12:00 PM **no later** than 21 days prior to tour (if group includes non-U.S. citizens, list is due 35 days prior). No exceptions will be made due to our security policy. After receipt of completed BEL, no additional names may be added. The tour will be canceled if paperwork is not turned in on time. **NO EXCEPTIONS.**
  - Groups that cancel their tour **WITHIN 5 BUSINESS DAYS** of the scheduled tour will not be rescheduled that tour season.
  - If approved for a tour and visiting the flightline, please note that personal photography, hats, and open-toed shoes are **not permitted** in this area unless authorized otherwise.
  - **All interest-based requests are pending operational needs and availability.**
  - **The 56 FW/PA reserves the right to cancel or reject any tour, at any time, for operational reasons.**
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## Group Information

Group Name:

Number of Attendees:

Type of Group (i.e. business leaders, school, etc.):

## Group Point of Contact

Name:

Phone Number:

Alt. Phone Number:

E-mail:

## Requested Tour Date

Provide at least two dates of availability in line with your group's category (general or J/ROTC & School):

## Interest

What are you interested in seeing on this tour?

Return this form to [56fw.pa@us.af.mil](mailto:56fw.pa@us.af.mil) no later than 45 days prior to tour date requested.