



Tour Request for McGhee Tyson Air National Guard Base

Please return completed requests as follows:
 For JROTC/ROTC tours return to *aaron.sawyer@us.af.mil*
 For all others tours return to *travers.hurst@us.af.mil*

INSTRUCTIONS: All tour requests must be submitted NO LATER THAN 45 days prior to all tours.
****REQUESTERS MUST PROVIDE TRANSPORTATION/BUS****

REQUESTOR INFORMATION

Requestor:	Today's date:
Email address:	Phone number:
Address:	

Tours are conducted on Thursday's during normal business hours. Please provide 3 proposed dates below.

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Requested begin and end time of tour:	Number of visitors and bus(es):
Foreign nationals? () Yes () No	Is public address/microphone system on bus operational? () Yes () No
Is there a public address/microphone system on bus? () Yes () No	

Description of group/organization (e.g. ROTC cadets; civic leaders; military reunion group, *include website*):

Purpose of visit and/or description of event. Please be specific:

Have you visited McGhee Tyson ANGB: If so, when:

Please submit full name, date of birth, driver's license/state of issue & social security number of attendees, **30 days prior** to visit. You can detail this information in an excel sheet and send to the specified POC at the top of the page. Foreign nationals must submit a Foreign Visitor Request (FVR) form with full name, date of birth, passport number, expiration date & nationality. Request form POC.

Read & sign: I understand this request does not guarantee a tour and tours are subject to change or cancellation due to mission requirements with little or no notice. Tours are only provided on Thursdays, 8 a.m. to 4 p.m. Tours are not given on federal holidays or down days. I am responsible for my group and will provide necessary information. I certify that I am 18 years or older. I understand that if complete information is not received, the tour will not be scheduled.

Signature:	Date:
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PERSONNEL WHO ARE SPONSORING AN EVENT/TOUR, PLEASE COMPLETE BELOW

Rank/name/title/organization:	Phone number(s):
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Additional expectations of Public Affairs (if any):

Resources requested:	Time used:

Project officer lists resources needed to complete project and coordinates with the committing organization(s) to provide needed resources/support before submitting request. Project Officer Disclosure Statement: I have reviewed the scope and commitments defined for my event/visit/tour with my organization's leadership. I agree to the defined scope and can fulfill these commitments as stated.

*****Requestor stops here*****



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Approval Authority:

Although the 134th Air Refueling Wing Commander reserves to be final approval authority for all Events/Tour/Visitors requests; 134th ARW/PA is delegated as the Approving Authority for activities at McGhee Tyson Air National Guard Base. All units are expected to follow appropriate security, foreign disclosure and protocol requirements with your respective counterparts. Except in special circumstances, requests will be processed via email.

NOTES:

1. You are expected to follow appropriate security, foreign disclosure and protocol requirements with your respective counterparts.
2. Speaker requests and use of wing assets are coordinated on separate forms.