



# Tour Request for Patrick Air Force Base and/or Cape Canaveral Air Station

Please return completed requests as follows:

For tours of Cape Canaveral Air Station return to [elbert.witt@us.af.mil](mailto:elbert.witt@us.af.mil).

For tours of Patrick Air Force Base return to [45swpa@us.af.mil](mailto:45swpa@us.af.mil).

**INSTRUCTIONS: All tour requests must be submitted NO LATER THAN 60 days prior to all tours.**  
**\*\*REQUESTERS MUST PROVIDE TRANSPORTATION/BUS\*\***  
*This form supersedes all other forms. Current as of May 2016.*

**REQUESTOR INFORMATION**

Requestor:	Today's date:
Email address:	Phone number:
Address:	
Choose your tour: ( ) Cape Canaveral Air Station (CCAFS) ( ) Patrick Air Force Base (PAFB) ( ) Both	
<b>CCAFS tour details:</b> standard ~3.5 hour, guided tour includes AF Space & Missile Museum; launch complexes; and lighthouse. <b>PAFB tour details:</b> basic driving tour of standard AFB facilities. <i>(Aircraft tours are coordinated/conducted through the 920th Rescue Wing at (321) 494-0536/5, or visit <a href="http://www.920rgw.afrc.af.mil">www.920rgw.afrc.af.mil</a>.)</i>	
Date of proposed tour:	Requested begin and end time of tour:
Number of visitors and bus(es):	Foreign nationals? ( ) Yes ( ) No
Wing sponsor (or N/A):	Wing sponsor requested? ( ) Yes ( ) No
Specific locations requested to visit (if tour):	
Description of group/organization (e.g. ROTC cadets; civic leaders; military reunion group, <i>include website</i> ):	
Purpose of visit and/or description of event. Please be specific:	
Name of tour guide (optional):	Have you visited PAFB/CCAFS: If so, when:
If you have a proposed tour itinerary, please attach to this request. <b>15 days prior to visit</b> , submit full name, date of birth, driver's license/state of issue & social security number of attendees. <b>30 days prior to visit</b> foreign nationals must submit a Foreign Visitor Request (FVR) form with full name, date of birth, passport number/expiration date & nationality.	
<b>Read &amp; sign:</b> 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 Monday-Friday, 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:

**CCAFS/PAFB PERSONNEL WHO ARE SPONSORING AN EVENT/TOUR, PLEASE COMPLETE BELOW**

Rank/name/title/organization:	Phone number(s):
Additional expectations of MSG, Det 1 (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 to Detachment 1, 45 Mission Support Group for tours/events on CCAFS. 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 45th Space Wing Commander reserves to be final approval authority for all Events/Tour/Visitors requests; Detachment 1, 45 MSG delegated as the Approving Authority for activities at CCAFS. Units must fill out the CCAFS Event/Tour request form to sponsor all visitors/tours/events. 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.