



# 45th Space Wing Public Affairs Tour Request

1201 Edward H. White II St., Bldg. 423, Rm C129, Patrick AFB, FL 32925 •  
(321) 494-5933 • DSN 854-5933  
FOR OFFICIAL USE ONLY

**INSTRUCTIONS: All tour requests must be submitted NO LATER THAN 60 days prior to all tours. \*\*We cannot support your tour unless you PROVIDE YOUR OWN BUS\*\* This form supersedes all other forms/Current as of December 2015**

### REQUESTOR INFORMATION

1. Name:	2. Today's Date:
3. Tour date request:	4. Phone number:
5. Begin & End Time: For CCAFS, see <b>block 16</b> .	
6. Address:	
7. Email address:	
8. Number of visitors and bus(es):	9. Will your group have any foreign national?
10. Description of group/organization (e.g. ROTC cadets; civic leaders; military reunion group) (include website):	
11. Purpose of visit (State why your group wishes to visit & what do you hope to accomplish/be specific):	
12. Name of tour guide (optional):	13. Have you visited PAFB/CCAFS: If so, when:
14. Do you have your own bus? (We do not provide transportation):	
15. If you have a proposed tour itinerary, email it as a separate attachment. Guests are required to submit full name, date of birth, driver's license and state of issue and social security number, <b>15 days prior to visit</b> . Foreign national visitors are required to submit a Foreign Visitor Request (FVR) form; with full name, date of birth, passport number & expiration date and nationality <b>30 days prior to visit</b> .	

**Select one of the following to tour: CCAFS or PAFB**

### CAPE CANAVERAL AIR FORCE BASE TOUR

**16.** The CCAFS tour is subject to a 3.5-hour guided tour to include a visit to the Air Force Space & Missile Museum; several launch complexes (5, 6, 14, 26, 34), and the historic Cape Canaveral Lighthouse. This is the standard public tour.

**---OR---**

### PATRICK AIR FORCE BASE TOUR

For aircraft tours contact the 920th Rescue Wing at (321) 494-0536/5, or visit [www.920rqw.afrc.af.mil](http://www.920rqw.afrc.af.mil)

**17. Read & sign:** I understand that all requests are considered but this request does not guarantee a tour. Due to operational requirements, the Public Affairs Office may only conduct a limited amount of tours. I understand that if my tour request is approved and scheduled it is subject to change or cancellation with little or no notice due to mission requirements. Tours are only given Monday-Friday, during duty hours (8 a.m. to 4 p.m.) and subject to last-minute cancellations. 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 all information is not filled out, the Public Affairs Office will not be able to plan a tour. **Email to [45swpa@us.af.mil](mailto:45swpa@us.af.mil) or mail to address above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Requestor stops here**



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### Instructions:

**Approval Authority:** 45 SW/CV is the approval authority for visit/tour requests to 45 SW units and facilities. Units will fill out the Commander's Action Group request form for outside agencies to sponsor visitors/tours/events. All units are expected to follow appropriate security, foreign disclosure and protocol requirements with your respective counterparts.

#### **45<sup>th</sup> Space Wing:**

Please fill out a Commander's Action Group (CAG) request form for visitors and events for the following conditions:

- Involvement with 45 SW/CC and CV (office call, in/out brief or event with CC or CV)
- Military and Congressional DVs (O-6s or higher and equivalent)
- If the visit will entail significant use of 45 SW resources (people, transportation, facilities, etc.)
- If it will have higher headquarters or PA interest.

**Note:** Events involving CC or CV will warrant a read ahead, the CAG will forward read ahead material to the Action Officers with instructions and deadlines to assemble.

#### **Mission Partners/NASA/Commercial Space Customers:**

Please fill out a Commander's Action Group (CAG) request form for visitors and events for the following conditions:

- Involvement with 45 SW/CC and CV
- Military and Congressional DVs (O-6s or higher and equivalent)
- Company Wide Events
- If utilizing the CCAFS Skid Strip
- Tours utilizing Space Wing Resources (Transportation, Tour Guides, Facilities)

You are expected to follow appropriate security, foreign disclosure and protocol requirements with their respective counterpart.

#### **Outside Agencies:**

Please fill out a CAG request form if you are:

- Requesting a tour of Patrick Air Force Base or Cape Canaveral Air Force Station
- Inviting the 45<sup>th</sup> Space Wing Commander or Vice to an off base event
- Requesting a speaking engagement from the 45 SW/CC or CV
- Requesting wing resources from the 45th Space Wing (i.e. facilities, tour guides, transportation)

#### **Wing Sponsorship:**

An approved wing sponsor is required for tours/events/visits with the 45th Space Wing. If you do not have a sponsor but would like to request sponsorship please annotate in the appropriate box on page 1. The CAG will then task the appropriate agencies in an effort to support your request.