



JOINT BASE ELMENDORF-RICHARDSON
673 ABW PUBLIC AFFAIRS
TOUR REQUEST FORM

Contact Information

1. Organization Name:		2. Organization's Purpose:	
3. Requestor's Name:	4. Position Within Organization:	5. Phone Number:	6. Email Address:
7. Primary Contact's* (POC) Name:		8. POC's Cell Phone Number:	

* Primary Contact must be available for the duration of the tour by phone.

Tour Request

9. Purpose of Requested Tour:		10. Estimated Number of Attendees*:	11. Age Group:
12. Preferred Date(s):	13. Alternate Date(s):	14. Start Time:	15. End Time:

* Including any chaperones or organization representatives; if unsure, overestimate.

Transportation

16. Intended Transportation to JBER: Personal Vehicle Shuttle/Taxi Bus	17. Intended Transportation while on JBER: Personal Vehicle * Bus * Shuttle * JBER Provided Transportation **
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* All drivers must also have base access or be included in your base access roster.
 ** Government Transportation is not guaranteed and cannot be provided outside of the installation.

Areas of Interests

18. Please select assets or locations of interest*:			
Aviation Specific		Other Units of Interest	
F-22	Pilot Briefer	Fire Department	Airborne Sustainment Training Area
C-17	Maintainer Briefer	Military Working Dogs	Military Vehicles (not aviation)
E-3 (AWACS)	Aircrew Flight Equipment	Explosive Ordnance	Fitness Centers
C-130	Air Traffic Control Tower	Disposal	Parachute Shop
HH-60 Pavehawk Helicopter	212 th Pararescue Squadron	JBER Hospital	Other: _____
UH-60 Blackhawk Helicopter	Propulsion Facility	Fisher House	
		Firing Range	

* Selections are not guaranteed.

Acknowledgements

Joint Base Elmendorf-Richardson's policies are subject to change without notice. Prerequisites for installation access are non-negotiable, and all attendees over 18 years old must pass preliminary background checks, as well as have a REAL ID compliant form of identification. By signing this request, I acknowledge that all tours of Joint Base Elmendorf-Richardson are supported only after considering policy, mission requirements and resource allocation. I acknowledge that support for this tour request may not be available, and that scheduled tours can be cancelled at any time due to changes in mission requirements and resource availability, and that any cancelled tours may not be rescheduled. I agree to provide public affairs representatives with the information requested by the deadline given and that failure to do so may result in the cancellation of the tour, or denial of installation access.

19. Requestor's Signature:	20. Date of Signature
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