



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, 55TH WING (ACC)  
OFFUTT AIR FORCE BASE, NEBRASKA



TOUR REQUEST FORM

**INSTRUCTIONS:** E-mail completed worksheet no later than 60 days prior to the event. The Public Affairs office is not manned on federal holidays or Air Combat Command down days. For more information, call 402-294-3663.

REQUESTOR INFORMATION

Name:

Email:

Office Phone:

Cell Phone:

REQUEST INFORMATION

Name of Group/Organization:

Group Description: (JROTC/ROTC/Civic Leaders):

Requested Tour Date:

Alternate Tour Date:

Group Size:

On-Base Transportation Requested?

Age Group: (High School/Middle School/Retirees)

DV/VIP in Attendance? (If so, who?):

Are special accommodations needed?

Foreign Nationals in attendance?

Length of tour requested:

Today's Date (i.e., date request submitted):

DV's in attendance? (please provide biography)

Arrival Time?

Is the tour part of an event? (Prop-Wash reunion)

Please state why your group wishes to visit Offutt AFB and what you hope to accomplish:

Proposed tour itinerary (specific career field/aircraft?):

Public Affairs will attempt to accommodate requests for base tours, however events can arise that may cause the tour to be delayed or even canceled. If DVs are going to be on the tour, please provide a biography. In order to proceed with this request an Entry Authorization List must be filled out and turned in by the specified time.

Yes No

Will your group require an on-base meal?

Has your group had a tour of Offutt AFB in the past?

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY 55 WG/PA COMMUNITY ENGAGEMENT)

Tour facilitator assigned for the event:

Tour Scheduler:

Date:

55th Wing Public Affairs  
109 Washington Sq. Suite 210  
Offutt AFB, NE 68113  
(402) 294-3663

Tour locations approved:

Final Disposition:

Please submit this request form to 55th Wing Public Affairs at the email below to initiate the process [55wg.pa@us.af.mil](mailto:55wg.pa@us.af.mil)  
Please allow three business days for a reply. If you have not received a response within the three days, please call 402-294-3663.