



# 1ST SPECIAL OPERATIONS WING

## PUBLIC AFFAIRS TOUR REQUEST FORM



<b>Requestor 1:</b>	
<b>Phone Number &amp; Email:</b>	
<b>Requestor 2:</b>	
<b>Phone Number &amp; Email:</b>	
<b>NOTE: A secondary tour POC is required for the best communication regarding the requested tour.</b>	
<b>Organization &amp; Purpose for Tour:</b>	
<b>NOTE: 1 SOW/PA tour groups are approved at the discretion of the 1 SOW/PA Chief, and are as follows, but not limited to: JROTC/ROTC units, recruiting age youth, civic leaders, reunion groups and military personnel.</b>	
<b>Number of Personnel Attending and Age Group:</b>	
<b>NOTE: Hurlburt Field supports numerous tours and a variety of age groups with an assortment of missions to visit. The tour designed for your specific group is based on the ages of the attendees and the availability of our assets depending on current mission tempo.</b>	
<b>Specific Base Tour Interests/ Guest Speaker/Q&amp;A Panel:</b>	
<b>NOTE: Describe what support you are requesting from 1 SOW (honor guard, base tour, guest speaker, certain aircraft, etc.). If you are requesting a tour with a guest speaker, please let us know what your tour group is most interested in learning about.</b>	

### Authorized Tour Requirements:

- Tours must be requested at least one month in advance; the earlier, the better to ensure calendar availability as we are only able to schedule no more than three tours per month and no more than one per week.
- Tours must be requested to take place on a duty day and within duty hours – 0730-1630; no weekend or holiday tours. One day tours only.
- Tour groups must consist of 20-40 individuals. No exceptions. Most facilities on base, to include busses, cannot accommodate more than 40 people.
- Groups must pay for their meals and coordinate lodging. Contact information below:
  - Hurlburt Field Commando Inn Lodging: [1SOFFS.FSVL@us.af.mil](mailto:1SOFFS.FSVL@us.af.mil) / (850) 884-3256
  - The Riptide (Military Dining Facility): (850) 881-5127/5128
- Groups must specify the school grade of the attendees for our planning purposes.
- In some cases, 1 SOW/PA will take photos during the tour if required for strategic communication purposes. Generally, groups may take their own photos during the tour unless instructed otherwise.
- Tour requester must go solely through the 1 SOW Public Affairs Office to make a tour request. This is to ensure Installation Commander awareness, deconfliction with other base events and proper coordination.
- Hurlburt Field Base Tours are conducted solely within the boundaries of Hurlburt Field. Requests to travel outside of the base boundaries will not be approved by our transportation busses.

**The 1st Special Operations Wing reserves the right to deny requests that conflict with DoD Regulation 5000.7-R, Joint Ethics Regulation, or AFI-35-101, *Public Affairs Operations*.** Please submit your request to the 1st Special Operations Wing Public Affairs office by e-mailing [1sow.wpal@us.af.mil](mailto:1sow.wpal@us.af.mil).



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<b>Be advised that accommodations will depend on 1 SOW mission requirements and availability. Please state "Yes" or "No" to the following questions:</b>	
Is this intended for the purpose of soliciting votes for a political election?	
Is this tour intended to provide a platform for political message?	
Will the tour participants be charged admission?	
Will this tour be used for the promotion/endorsement for the requesting group?	
Will this tour be used as an incentive for fundraising?	
Does the requesting organization exclude membership/participation because of race, religion, color, national origin, or gender?	
Will any foreign nationals be participating?	
Is this a high school or college group?	
Is this a middle school or lower grade group?	

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