



1ST SPECIAL OPERATIONS WING

PUBLIC AFFAIRS TOUR REQUEST FORM



Requestor 1:	
Phone Number & Email:	
Requestor 2:	
Phone Number & Email:	
A secondary tour POC is required for the best communication regarding the requested tour.	
Organization & Expected Personnel Attending:	
1 SOW/PA approved tour groups are as followed but are not limited to by the discretion of the 1 SOW/PA Chief: JROTC/ROTC units, civic leaders, reunion groups and military personnel.	
Organization Description & Reason for Tour:	
Tours establish and maintain mutual understanding, acceptance, respect, cooperation and appreciation between the Air Force and the civilian communities.	
Base Tour Interests/Guest Speaker:	
Describe what support you are requesting from 1 SOW (honor guard, base tour, guest speaker, certain unit/aircraft, etc.). If you are requesting a tour with a guest speaker, please let us know what your tour group is most interested in seeing or hearing about.	
If tour request is for an off-base location, please list here:	

Authorized Tour Requirements: *Tours must be on a duty day and within duty hours – 0730-1630.*

Tour groups must consist of 20-40 individuals. No exceptions.

Tour groups must pay for their own meals and coordinate their own lodging. Contact information is located at the end of the form.

Photos will be taken during the tour and will be shared online.

Be advised that accommodations will depend on 1 SOW mission requirements and availability.	
Please state “Yes” or “No” to the following questions:	
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?	

Important Contact Information

Hurlburt Field Commando Inn Lodging: ISOFS.FSVL@us.af.mil / (850) 884-3256

The Riptide (Military Dining Facility): (850) 881-5127/5128

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.wpa1@us.af.mil.