



164th Airlift Wing Tour Request Form

4593 Swinnea Road
Memphis, TN 38118

INSTRUCTIONS: Please read and fill out tour request form and return no later than **two** weeks prior from your desired tour date. Tours are only provided once a month, Monday-Friday, 0900 to 1400 except on federal holidays, drill or down days. Email to: (org box) If you have any questions, please call the PA office at 901-291- 7223 or DSN 726-7223.

REQUESTOR'S INFORMATION

Requestor's Name *(Include rank & duty title; if applicable):*

Office Number:

Name of School/Organization:

Cell Number:

Email address:

Website:

Address:

Alternate's Name/Email/Phone:

Date of proposed tour:

Alternate proposed tour date:

What time would you like to begin your tour?

Foreign nationals? () Yes () No **(Foreign Nationals will need to be cleared 35-days in advance and will be required to obtain a separate clearance. Number of foreign nationals in your group:**

What time would you like to end your tour?

Do you have a sponsor who you would like to accompany you on the tour? If yes, provide their name, email, and phone number:

Number of visitors:

Age range of visitors:

Mode of transportation and #:

Description of group/organization (School, ROTC cadets; civic leaders; military reunion group):	
Purpose of visit and/or description of event. What does your group hope to gain from this visit? Please be specific:	
Is there any additional information/requests we should know about such as special requirements, handicap needs, etc.?	
Have you ever visited the 164th Airlift Wing? If so, when:	
Read & sign: I understand this request does not guarantee a tour and tours are subject to change or cancellation due to mission requirements with little or no notice. I am responsible for my group and will provide necessary information. I certify that I am 18 years or older. I understand that if complete information is not received, the tour will not be scheduled.	
Signature:	Date:
*****Requestor stops here*****	

***** Your request will be processed on a first come first service basis. Submission does not guarantee approval, and your request will be taken under consideration based off the availability of the base and needs of request. If denied, the requestor will be notified in writing. If approved, the requestor will receive a copy of the Entry Access List. The requestor will be responsible for gathering each guest's information and returning it on the due date(s). For your guests to access the installation, they must be vetted and cleared prior to the tour by the Security Forces Squadron. Tours are scheduled by reservation at least two weeks in advance and must be approved by the Wing Commander. Please be advised that unique mission requirements could cancel your tour even once confirmed. Thank you for your interest in visiting the 164th Airlift Wing.**

