**Shaw Air Force Base Tour Request Form**
Please return completed requests to: 20FWPublicAffairs@us.af.mil

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|  **INSTRUCTIONS: All tour requests must be received NO EARLIER THAN 90 DAYS and NO LATER THAN 30 days prior to all tours.**  |

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| **I. Sponsoring Organization Info** |
| Requester name:  | Requester organization:  |
| Number of attendees:  | Desired date:  |
| \*Arrival time:  | Departure time:  |
| Age range of group:  | E-mail address:  |
| Telephone number:  | Cell number:  |
| \*If a group is more than 15 minutes late for their tour, it may be cancelled and not be rescheduled. |

**II. Please check off base organizations that your tour group is interested in:**

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| [ ]  Dormitories | [ ]  Fire Department | [ ]  MQ9 – 25th ATKG\*  |
| [ ]  F-16 Viper Demo Team | [ ]  Engine test facility\* | [ ]  Weather Squadron |
| [ ]  Aircraft Weapons | [ ]  Security Forces weapons / K9 demo | [ ]  Officer Q&A |
| [ ]  Air Traffic Control Tower\* | [ ]  Logistics/Deployment Processing | [ ]  Enlisted Q&A |
| [ ]  Fighter Squadron / Maintenance | [ ]  Engine Repair Backshop | [ ]  Civil Engineer / EOD |

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| [ ]  Viper Spark STEM Innovation Cell\* | ☐ Other (Please list): |

\*Asterisk indicates a limit of 20 people due to the size of the facility.

**III. Where would you like to have lunch?**

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| [ ]  ~~Dining Facility (DFAC), only military affiliated groups and cash only.~~ **(UNDER RENOVATION)** |
| [ ]  Memorial Lake (bring your own lunch)[ ]  BX Food Court – Burger King, Taco Bell, Subway, Bun-D |
| [ ]  No lunch requested |

**IV. Will you be bringing your own transportation?**

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| [ ]  Yes. *If yes, what type?*  |
| [ ]  No, we request a bus. **(LIMITED AVAILABILITY)****V. Miscellaneous:**Give any other significant information such as special requirements, handicap needs, etc.  |

**Base Tour Policy:**

* With limited flexibility, tours may be requested for Tuesdays, Thursdays, and Fridays (with the exception of federal holidays) and will begin no earlier than 9 a.m. and end no later than 3 p.m.
* Tour groups must be comprised of at least 12 members, but no more than 40 (including chaperones).
* Only one tour per organization/school, per year.
* Tour group members must be ages 12 years and over.

**Requesting a Base Tour:**

* Requests are granted on a first come, first served basis.
* Tours will not be approved/coordinated until this completed tour request form is received.
* If 20th Fighter Wing Public Affairs hasn’t confirmed receipt of your request form within a week of submission, please follow up by calling 803-895-2023 or by sending another email to 20FWPublicAffairs@us.af.mil. Sending/receiving a request form does not confirm your tour date; a member of 20th FW/PA must also verify the date with you to confirm.
* ROTC and JROTC cadets in uniform are expected to conform to Air Force dress and appearance standards, including proper haircuts and hairstyles.
* A list of all individuals ages 18 and over without a DoD Common Access Card (to include bus drivers and chaperones) must be submitted to Public Affairs to initiate a background check to grant base access. The list must include the full name, date of birth, and social security number of each individual (sort alphabetically by last name). This list must be submitted **no later than 7 days** prior to the tour date. If not, the tour will be liable for cancellation.

CAVEAT: A DoD ID card holder (Active Duty, Retiree, etc.) may escort up to 10 adults without submitting their personal info.

* If a group is more than 15 minutes late for their tour without notice, the tour will be liable for cancellation.
* **SHAW RESERVES THE RIGHT TO CANCEL CONFIRMED TOURS AT ANY TIME DUE TO MISSION REQUIREMENTS.**