



# Joint Base Andrews Tour Request



**Group Name:** \_\_\_\_\_

**Group Point of Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Cell :** \_\_\_\_\_ **Work:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Alternate Date:** \_\_\_\_\_

**Age/Grade:** \_\_\_\_\_ *(Children under 10 are not permitted)*

**Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Specific Tour Location Request:** \_\_\_\_\_

**Number of People in Group:** \_\_\_\_\_ *(Policy: Minimum 10, Maximum 40)*

**Mode of Transportation to:** \_\_\_\_\_  
*(Charter Bus, School Bus, etc...)* **(All participants must be in one vehicle. Carpools/caravans are not authorized)**

*Send form at least 60 days in advance of requested tour date to:  
11th Wing Public Affairs, 1500 West Perimeter Road, Suite 2330, Joint Base Andrews MD  
20762 or e-mail: [usaf.jbanafw.afdw-staff.mbx.11-wg-pa@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-wg-pa@mail.mil)*

*Please note that all tours are subject to cancellation due to real world mission requirements.  
POCs will be notified at the earliest opportunity of any cancellations.*

**For 11 WG/PAC Use Only:**

**Date Received:** \_\_\_\_\_ **Approved/Disapproved:** \_\_\_\_\_

**Informed of ground rules:** \_\_\_\_\_

<b><u>Event/Activity</u></b>	<b><u>Time</u></b>	<b><u>Request sent</u></b>	<b><u>Confirmed/POC</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____