

# Ellsworth Tour Request

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28<sup>th</sup> Bomb Wing Public Affairs, 1958 Scott Drive, Suite 4, Ellsworth AFB, SD 57706  
1.605.385.5056 | 28bw.pa@ellsworth.af.mil

## Base Tours

Thank you for your interest in the 28<sup>th</sup> Bomb Wing tour program. Following is information that explains the program and to identifies what information we'll need to arrange your tour.

We welcome visitors on the base; it gives them a better understanding of wide variety of activities the U.S. Air Force is doing in South Dakota, and gives us an opportunity to meet our neighbors. We ask that group size be between 15 and 40 people.

Because we are like a miniature city, with a shopping center, housing, medical facilities and similar activities your tour can entail many different aspects.

Tours can last anywhere from a 45-minute windshield tour up to six hours, depending on how many organizations a group would like to visit. Most tours are held between 9 a.m. and 4 p.m., Monday through Friday. Due to mission and manpower requirements, tours are not available on the weekends.

Tours are conducted between March and November due to inclement weather. Special accommodations can be made for tours not in that window of activity.

To request a tour, complete the attached request worksheet and return it to 28<sup>th</sup> Bomb Wing Public Affairs office. We will do our best to schedule tours as soon as possible. Due to the base flying schedule and the high volume of requests, it may take some time to secure a tour date for your group.

For security purposes, we require a complete list of full names and birthdates of all people participating in the tour. Participants older than 16 are required to have photo identification; we also need a list of their ID card numbers, such as drivers license number, along with the last four digits of their social security number. This information is due to Public Affairs no later than two weeks prior to the tour.

**Failure to provide the required information and identification will cause the tour to be canceled without promise of a new tour date.** Please call Public Affairs at 1.605.385.5056 if you have any questions.

We do encourage visitors to bring cameras on their visit. Photo opportunities will be made available on the day of the tour; however there may be some areas that are sensitive. We ask visitors to be aware of this. Your tour guide will announce photo opportunities when appropriate.

**Cancellations:** Occasionally, mission requirements or a change in security posture may force the cancellation of a tour. This could happen at any time prior to an event. Our staff will notify your group immediately if this occurs. We will work to reschedule your event as soon as possible.

**Ellsworth Air Force Base Community Request Form**

\*Please submit the following information by mail or e-mail as soon as possible.

Mail to:  
**28<sup>th</sup> Bomb Wing Public Affairs**  
**1958 Scott Drive, Suite 4**  
**Ellsworth AFB, SD 57706**

E-mail to:  
**28bw.pa@ellsworth.af.mil**

**Audience:**

Name of Organization: \_\_\_\_\_

Age Range: \_\_\_\_\_ City From: \_\_\_\_\_

Number of visitors (Min. 15, max. 40): \_\_\_\_\_ State From: \_\_\_\_\_

Specific Requirements for the group, i.e. wheelchair accessibility : \_\_\_\_\_

**Visiting Organization Primary Point of Contact:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Date and Desired Start Time:** (Please note whether you are flexible on dates. Tours are traditionally conducted between 9 a.m. and 4 p.m., Monday Through Friday. We are unable to accommodate weekend or holidays.)

**Purpose:**

General description of why you are visiting Ellsworth Air Force base or why you are requesting Ellsworth participation and what you hope to accomplish.

Do you need the Air Force to provide a bus? **YES NO** (Circle One)

Would your group like to eat at the Dakota's Club? **YES NO**

**Visits to Facilities/Organizations Requested: (Tours only) Please see choices below.**

- 1. \_\_\_\_\_ 5. \_\_\_\_\_
- 2. \_\_\_\_\_ 6. \_\_\_\_\_
- 3. \_\_\_\_\_ 7. \_\_\_\_\_
- 4. \_\_\_\_\_ 8. \_\_\_\_\_

**Please pick eight agencies your group would like to visit during your tour and list them above. From this list we will book the first five agencies that are available on the day of your tour. Agency availability depends on mission and personnel requirements. Please be aware, itineraries are subject to change.**

**Flying agencies**

° B-1B Static Display

(Due to mission requirements and high demand, static displays may be unavailable)

° Life support (flight equipment)

° Flying Squadron tour

° Mission briefing

**Operations support agencies**

° Airfield Management

- Tower

- Radar approach control

° Fire Department

° Armory Demonstration

° Military Vehicle Operations

- Humvee

- Police Vehicle

° Weather Squadron

° Deployment Center

° Explosive Ordnance Disposal

Weapons Storage Area (AMMO)

**Personnel support agencies**

° Hospital

° Fitness Center

° Base Housing

° Airmen's Dormitories

° Chapel

**Other Agencies**

South Dakota Air & Space Museum (Missile silo tour available for ticket fee)

Depending on group make up, we may be able to set up briefings with specialists to discuss various topics. For example, an engineering club may be interested in visiting with our Air Force engineers about changes in the career field and new methods in the industry. If interested in this option, please elaborate in your e-mail or by letter.

**\*\*\*All choices are subject to availability and pre-existing mission requirements\*\*\***