



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

Ellsworth Tour Request

28th Bomb Wing Public Affairs, 1958 Scott Drive, Suite 4, Ellsworth AFB, SD 57706 (605) 385-5056 28bw.pa@us.af.mil

Sir/Ma'am,

First and foremost, thank you for expressing an interest in Ellsworth Air Force Base, and the United States military. The following information explains the requirements your group must meet prior to approval or consideration for a 28th Bomb Wing Public Affairs sponsored base tour.

REQUIREMENTS:

All tour participants must be at least 12 years old. Tour groups must have at least 15 people and be no larger than 40 people. You will be required to provide a complete list of all tour participants, including the driver. The list must include the following information on every participant:

- First name
- Last name
- Date of birth
- Contact telephone number
- Driver's license number with name of issuing state (for those eligible to drive)
- Last four numbers of their social security number.

The requestor must notify the 28th Bomb Wing Public Affairs office if there will be any distinguished visitors or foreign nationals (both military and civilian) attending the tour so that we can make the appropriate preparations.

All required information must be received **10 BUSINESS DAYS PRIOR TO YOUR TOUR DATE**. This information is required for security and accountability purposes and is **MANDATORY**. If the information is not received by the established deadline the tour will be cancelled.

SCHEDULING OPTIONS:

Base tours are only conducted on the second or fourth Friday of each month from April 1 to October 1. Tour groups must request a date during that time period. Dates are reserved on a first-come, first-served basis. The itinerary for both dates every month are similar, with the exception of the support agency portion.

The itinerary for the second Friday includes a visit to the 28th Bomb Wing, 28th Security Forces Squadron Military Working Dog section.

The itinerary for the fourth Friday includes a visit to the 28th Bomb Wing, 28th Civil Engineer Squadron Fire Department. If either agency is unable to support the tour, a pre-selected backup organization will be added to the itinerary.

DINING OPTIONS:

There is no charge for the tour. The only cost groups will incur is a meal, if they elect to eat. If you choose to eat at our designated dining establishment (The Dakota's Club) you will be required to provide us with your choice from the menu provided and how you would like to pay **10 BUSINESS DAYS PRIOR TO YOUR TOUR DATE**. Unfortunately, late payments cannot be honored. The meal must be paid for **IN ADVANCE** via credit/debit or travelers check. Please keep in mind that this menu is designed specifically for the tour and is non-negotiable, with the only exception being a vegetarian or gluten-free option. Tour groups are allowed to bring their own lunch but must notify the 28th Bomb Wing Public Affairs office. In this case, your group will be eating at one of our outdoor pavilions or chapel activities center (depending on group size and

weather conditions).

TRANSPORTATION:

Due to fiscal restraints, the Air Force may not be able to provide transportation during the tour. This may require the requester to provide a bus. Due to security considerations, we cannot “convoy” multiple vehicles around the base.

PHOTOGRAPHY:

We do encourage visitors to bring cameras. The group will be briefed by the Public Affairs representative on what can or cannot be photographed or recorded. A separate photography authorization letter will be developed from the information provided by participants prior to the tour.

CANCELLATIONS:

Please note, due to operational requirements, we may be required to cancel or modify your tour on short notice. In the event that this happens we will work to reschedule your visit.

CONTACT INFO:

Please refer to the attached tour itinerary for schedule and times. If you have any questions, please contact the 28th BW Public Affairs office at **(605) 385-5056** or email us at **28bw.pa@us.af.mil**.

AKNOWELEDGEMENT OF UNDERSTANDING:

By signing in the field below you acknowledge that you understand and will comply with the contents of this official document. Any failure to do so may result in cancellation of your requested tour.

Tour Requestor

Date

Public Affairs Representative

Date

Attachment: 2
Standard Tour Itinerary
Base Tour Worksheet