

## **433Airlift Wing**

Public Affairs Office/Community Relations

203 Galaxy Rd, Room 256

Lackland AFB, TX 78236-0112

Comm: (210) 925-5194 DSN: 945-5194

Fax: (210) 925-7492

**Email: 433 AW/PA Community Relations**



### **POINT OF CONTACT:**

**Ms. Elsa Martinez**

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## **APPLICATION FORM**

### **GUIDED TOUR OF 433rd AIRLIFT WING**

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

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

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

**Number of People Attending Tour:** \_\_\_\_\_

**Age of Tour Group:**  5 -10 years old

10-15 years old

15-20 years old

20-25 years old

25 and above

**Name of Supervisors Accompanying Tour:** \_\_\_\_\_

\_\_\_\_\_

**Preferred Date of Tour (Minimum of three (3) week notice is required):** \_\_\_\_\_  
(Preferred times for 433rd Airlift Wing Tours are between 7 a.m. and 4 p.m. Wednesdays, Thursdays, and Fridays.)

**Requested Begin Time of Tour:** \_\_\_\_\_

**Requested End Time of Tour:** \_\_\_\_\_

Listed below are preferred tour destinations at the 433rd Airlift Wing on Lackland AFB. Please mark the appropriate destination that you would like to visit: (Tour times are approximate, and all requests for destinations are tentative and subject to approval)

**Static Display of C-5A – Maintenance** (1 hour)

**433rd AW C-5A Simulator** (1 ½ hour)

**Museum** (1 hour)

\_\_\_\_\_ (30 minutes)

**Post Exchange (AAFES)** (1 hour)

**Dining facility** (1 hour) (ROTC Only)

(Please specify Breakfast Lunch or Dinner)

Dining facility hours are: **Breakfast** 0615-0815 \$ \_\_\_\_\_  
**Lunch** 1230-1330 \$ \_\_\_\_\_  
**Dinner** 1700-1900 \$ \_\_\_\_\_

**Lackland AFB Officer's Club** (1 hour)

**Lunch Buffet** 1230-1330 \$\_\_ Members  
\$\_\_ Non-members

\_\_\_\_\_ (1 hour)

\_\_\_\_\_ (1 hour)

**Are there any specific topics you would like us to cover to make the tour more relevant to your group?**

**Does your group have any special requirements or needs to make the tour more satisfactory?**  
(E.g. any specific disability requirements or assistance) **If so please specify:**

**Please Note: Tour Leaders will provide an attendance sheet to tour guide upon arrival, to include full name, and emergency contact name and number.**

**SITE GUIDELINES AND REGULATIONS INFORMATION SHEET:**  
(To ensure that educational visits to the 433rd AW facilities occur with minimum risk to participants.)

**POST'S GUIDELINES AND REGULATIONS:**

- **Tours with Children:** The ratio of adults to children below ages 8 is 1:6; this does not include 433rd Airlift Wing personnel. For children ages, 9 to 12 a ratio of 1:15 is required. Tour Leaders are expected to supervise children at all times and at no point leave children unsupervised.
- All tours are subject to weather and post conditions. The 433rd AW has the right to cancel or postpone the tour if the weather is inappropriate. All tours are subject to operational availability.
- All tours are conducted during daylight during normal week day business hours.
- No food, or drink, is allowed during the tour. All backpacks and loose items must be left on the bus for the duration of the tour.
- The Tour Guide has the right to cancel the tour, and ask persons or group to leave the site immediately if any action or behavior is deemed unsafe.
- People with disabilities or a wheelchair are encouraged to attend tours however; most parts of the tour have limited disabled access. Prior to the tour at the 433rd AW, please inform personnel of any special considerations or requirements, the tour group may need.
- Visitors must obey all directions given by the 433rd AW staff.
- Visitors must not enter any area without the express permission of 433rd AW personnel.
- The 433rd AW accepts no responsibility for damage or injury by hazards on the post.
  - Fences, structures, or buildings - do not touch or enter without the express permission of 433rd AW officers or employees.

- Post and equipment – do not touch or operate.

**PROCEDURES FOR A 433rd AIRLIFT WING TOUR:**

1. The tour group contacts the 433rd Airlift Wing's Public Affairs Office (*Community Relations*) at (210) 925- 7042 or (210) 925-5194.
2. Community Relations contacts the group notifying them of determination.
3. If approved, Community Relations finalizes itinerary and forwards it to Tour Leader.
4. Upon arrival at the 433rd AW, provide tour guide with attendance list.

**CHECKLIST FOR SCHOOLS PRIOR TO TOUR:**

The 433rd Airlift Wing has provided a checklist for groups and schools to follow to ensure that their visit is safe and enjoyable for everyone.

- 1) Cell phones must be on mute or vibrate.
- 3) Ensure all loose items, backpacks, walkmans, etc; have been left on the bus.
- 4) No person on the tour has any food or chewing gum.