



Please keep in mind, tours last about one to three hours and are normally conducted between the hours of 8:30 to 11:30 a.m. or 1 to 4 p.m.				
Children under the age of 12 are not authorized on the active flight line.				
Requestor's Name (point of contact)	Group Size (total number of people in the group – must be 15 or more, but less than 40):			
Name of group or organization	Requested time of arrival:			
Full mailing address	Telephone number (w/area code)			
What is the age range of your group?				
Cell phone (w/area code)	Type of transportation:			
E-mail address				
Requested tour date/arrival time:	Alternate tour date/arrival time:			
Elected Officials Participating: Does your tour group include current or prior Federal, State, or Municipal elected officials? Yes/No If yes, please provide the following information. Fully identify each elected official (visitor) to include: 1. Full name and title of the individual 	Foreign Visitors Participating: Does your tour group include any Foreign Visitors (non US citizens)? Yes/No   If yes, please fully identify each foreign visitor (non US citizen) to include:   1. Name, rank (if applicable), nationality, date of birth, passport number			
3. City, county, or state the individual represents/represented	US			

Special Health Requirements:	Specific Requests:
If any member of your tour group has any special health requirements, please list the specific needs to help ensure the tour can be adjusted to accommodate them. (E.g. walkers, wheelchairs, oxygen tanks, diet restrictions, allergies etc.)	Fully identify the amenity requested. What is your specific tour group interest?
Background Information about your tour group organizational history if any, etc.)	p (listing alternate points of contact, group's

## \*\*\*\*\*BACKGROUND CHECKS\*\*\*\*\*

You will be responsible for providing the following information at a minimum of <u>14 duty days before</u> the tour date:

1.) Full name (EXACTLY) as it appears on the driver's license or state ID for every person in the group who is 18 or older and enters through the base gates. \* See note below.

2.) Date of birth

3.) Driver's license or state ID number

4.) State of issue

**<u>\* IMPORTANT NOTE</u>**: If anyone in your group has a valid Military ID, we still require that person's driver's license information for a background check. Background checks must be conducted before entry into the installation is authorized. Security and safety are our top priorities - failure to provide this information for every person who is 18 years or older will be grounds for termination of the tour. We appreciate your full cooperation!

Personnel requesting to sponsor TEN OR MORE VISITORS onto the installation for events MUST fill out all information and return it to Warren Byrd at <u>william.byrd.17@us.af.mil</u>. Ensure personnel are listed alphabetically, include the date, time, and location of the event; as well as number of guests. The sponsor will also provide the full name, date of birth, driver's license number, and state of issue for each guest who is 18 years old or older. 19 SFS/S3O must receive this letter within 10 BUSINESS days prior to the scheduled event. 19 SFS will conduct Arkansas Criminal Information Center (ACIC) check on each individual requesting entry and authenticate the list. All guests entering the installation will be checked against the authenticated access list prior to entry onto LRAFB.

## SPONSOR INFORMATION: (FOUO)

RANK	POC PHONE NUMBER
DATE OF EVENT	TIME OF EVENT

LOCATION OF EVENT

TOTAL # OF GUESTS

Name of Event

LAST NAME, FIRST NAME, MIDDLE INITAL	DRIVER LICENSE # & STATE OF ISSUE	DATE OF BIRTH
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

LAST NAME, FIRST NAME, MIDDLE INITAL	DRIVER LICENSE # & STATE OF ISSUE (or State ID Number for age 17-below)	DATE OF BIRTH
13.		
14.		

## **Helpful Hints**

1. Emails sent between .mil and

non-mil email addresses cannot be encrypted. This document is password protected to protect Privacy Act/Personally Identifiable information between off-base visitors and on-base sponsors.

- 2. Special event applications are used when a military sponsor is having a one-time event where 10 or more civilian guests are expected to attend. The attached list must be completed and list the event, date, time and location. The sponsor will provide the full name in alphabetical order, date of birth, driver's license number and state of issue for each guest.
- 3. Requests are to be submitted three days prior to your event to allow sufficient processing time. Submit special events applications in person or scan and email (from an on-base domain computer) to the email addresses listed at the top of the special events application. Special event applications will only be accepted in the format provided above. All personnel entering the installation will be checked against the access list and allowed entry.
- 4. A fitness determination will be conducted on each person which involves checking to see if a person has criminal history. If there is criminal history which disqualifies a visitor from installation access the sponsor will be notified.
- 5. As a sponsor, you are assisting with maintaining good order and discipline, protecting personnel and the installations resources. You may also be responsible for the actions of persons being sponsored while on base.