

**BY ORDER OF THE COMMANDER  
552D AIR CONTROL WING**

**552 AIR CONTROL WING (ACC)  
INSTRUCTION 35-101**



**19 JANUARY 2016**

**Public Affairs**

**TOUR PROCEDURES**

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(Lt Colonel Heather Fleishauer)

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This instruction implements policy and guidance in AFRD 35-1, Public Affairs Management; AFI 35-101, Public Affairs Policies and Procedures; ACCI 90-110, Distinguished Visitors; and 552 ACWI 90-1, Scheduling and Monitoring Distinguished Visitors to Headquarters 552d Air Control Wing (552 ACW). This instruction establishes procedures and outlines responsibilities for arranging and conducting tours of the 552 ACW, its facilities and aircraft, and for friends and family members observing —Fini flights. This instruction applies to all personnel assigned to the 552 ACW. It does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except when they wish to arrange tours of 552d equipment. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF IMT 847s through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. This publication may not be supplemented. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37 United States Code, Section 301a and Executive Order 9397, NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS, November 22, 1943. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) is available online at: <http://www.defenselink.mil/privacy/notices/usaf>

## ***SUMMARY OF CHANGES***

This instruction further clarifies coordination required when requesting an aircraft tour of any kind. Attachment 2 has been modified to avoid confusion with Security Forces, Maintenance Leadership, Wing Combat Plans, and the Director of Staff.

### **1. Policy.**

1.1. This program is designed to earn public understanding and acceptance of the Wing's mission and its equipment. The Public Affairs Office will oversee all Wing tours conducted for community groups and oversee the Family and Friends Tour program. Protocol will oversee all tours for foreign and domestic Distinguished Visitors (DV). The Foreign Disclosure Officer will advise point of contact (POC) on all security measures regarding the tour for foreign visitors; however, the designated POC will handle the coordination, escort, etc., of said visit.

1.2. This instruction also explains the procedures to allow friends and family members access to the flight line area for Fini Flights and the process to schedule a static display.

### **2. Wing Tour Program.**

2.1. Due to training and mission requirements, tours of Wing static display aircraft will be conducted on the 1st and 3rd Wednesday of the month, called "in-cycle" dates, except when tour dates fall on holidays and Wing productivity days. In these cases, tours may be scheduled for an alternate day with the approval of the 552 ACW/CC or CV. Requests for aircraft tours on out-of-cycle days will not be scheduled, unless Wing staff approval is granted and an aircraft is available for a tour.

2.1.1. Request for a tour must be submitted in writing (See Attachment 1), e-mail versions are acceptable, no later than three weeks prior to tour date to 552 ACW/DS for approval. 72 SFS/S5S must be notified no later than two weeks prior to tour date to coordinate security.

2.1.2. Once the request for a tour is approved by 552 ACW/DS, the requestor is required to submit a "Notification for Static Display of E-3 Aircraft" memo (See **Attachment 2**). All requests must be routed through 552 ACW/SF to 72 SFS/S5S. Once coordination is complete and approved, it is then routed back to 552 ACW/SF in-turn.

2.2. Tour groups will be limited to no more than 40 people and no fewer than 10. However, if the group is larger than 40, it can be split and alternated between two or more tour areas.

2.3. 552 ACW agencies reserve the right to cancel or terminate a tour due to mission requirements.

### **3. Responsibilities.**

#### **3.1. Requestor:**

3.1.1. The requestor has sole responsibility for ensuring the static display coordination is fully completed prior to the tour date. Receive and process all formal requests for Wing tours and Wing tour information.

3.1.2. Refer all DVs or people of special interest (O-6/GS-15 and above) to 552 ACW/CCP, Protocol Office for action. (734-4451)

3.1.3. If a static display is approved, requestor will be required to notify the following offices:

3.1.4. 552 ACW/SF will provide the requestor, attachment 2, and further advise with any security precautions and authenticate the Entry Authorization List. (EAL)

3.1.5. If transportation is required, coordinate through 72 LRS/LGRV to provide bus transportation and a flight line-authorized driver for tour groups. Confirm transportation availability no later than 24 hours prior to the scheduled tour.

3.1.6. If an EAL is required, Requestor will coordinate through 552 ACW/SF for guidance. (See Attachment 3 for sample base access EAL.) Once completed, email the EAL to 552 ACW/SF for coordination and signature. After signature, 552 ACW/SF will forward the memo to 72 SFS/S5S. 72 SFS/S5S must receive this memo 72 hours prior to the tour date. After approving the EAL, 72 SFS/S5S will provide a signed copy to the appropriate Entry Control Points for the restricted areas. The requestor will receive confirmation from 72 SFS/S5S no later than 24 hours prior to the scheduled tour.

3.1.7. To expedite access into the restricted area 72 ABW/PA will fill out an AF IMT 1109, Visitor Register Log, listing the names and organization of all tour members. This form is presented to the Entry Control Point Entry Controller at the time of the tour. The tour escort will sign the AF IMT 1109 in the presence of the Entry Controller.

3.1.8. All escorts who intend to take photographs must carry a flight line photography authorization memo and provide photography supervision for tour group. Even with a photography authorization memo, escorts must ask permission of the Mission Crew Commander (MCC) or Aircraft Commander before taking photos of the aircraft. (NOTE: Never allow identification badges of any type to be photographed and photos of security equipment such as fencing, vehicles, facilities, etc., which are strictly prohibited.)

3.1.9. All escorts must maintain control of tour members at all times, especially within the aircraft parking area (APA) An escort must remain in front and one in back of tour at all times.

3.1.10. All individuals escorting a tour must have completed the Phase 1 escort training and must have a restricted area badge, no exceptions.

3.2. 552 OSS/OSOL, Combat Plans, will:

3.2.1. Notify 552 AMXS/MXA (Aircraft Scheduling Section) of all requests for aircraft static displays and tours. Discuss aircraft availability for requested static displays.

3.2.2. Schedule aircrew and mission crew to man the static display, as required.

3.2.3. Notify 72 ABW/PA of available aircraft tail number, parking locations and lead operations squadron responsible for manning the static.

3.2.4. Brief the 552 ACW/CC, 552 OG/CC and squadron representatives at the weekly scheduling meetings.

3.2.5. Contact 72 ABW/PA immediately when changes regarding static display occur, e.g., non-availability of aircraft or personnel, change in parking location, etc.

3.3. The 552d Aircraft Maintenance Squadron (552 AMXS/MXA) will:

- 3.3.1. Determine the availability of a static aircraft on the requested tour date.
- 3.3.2. Ensure all Aerospace Ground Equipment (AGE) requirements and staircase truck is in place NLT one hour prior to tour. This will include ensuring that the interior of the aircraft is a comfortable temperature for the tour; i.e., appropriate air conditioning or heating is in use, if available.
- 3.3.3. Coordinate with Combat Plans (552 OSS/OSOL) regarding the available aircraft
- 3.3.4. Provide a clean aircraft with necessary requirements at requested tour times when mission requirements permit.
- 3.3.5. Contact Combat Plans immediately when changes regarding static display occur, e.g., non-availability or change of tail number, etc.
- 3.4. The lead operations squadron responsible for the static will:
  - 3.4.1. Assign the appropriate number/position of crewmembers, per static display requests.
  - 3.4.2. Brief Combat Plans of the details of the static display.
  - 3.4.3. Inform Combat Plans immediately when changes regarding static displays occur.
  - 3.4.4. Ensure all crew members are at the aircraft and ready to receive the tour at the scheduled tour time. MCC or designated crewmember will welcome tour members at the staircase.
- 3.5. 72d Transportation (72 LRS/LGRV) will:
  - 3.5.1. Receive written request for transportation support and inform requestor of the availability of a driver and vehicle.
  - 3.5.2. Provide requestor with requested transportation and a driver with a valid line badge to access 552 ACW restricted areas.
  - 3.5.3. Pick up tour escort at the appointed time on scheduled tour days.
- 3.6. The 552 ACW Security Office (552 ACW/SF) will:
  - 3.6.1. Receive written EAL requests for tour groups wishing to access the restricted area.
  - 3.6.2. Forward EAL and/or Security Forces notification memorandum.
- 3.7. Security Forces Squadron will:
  - 3.7.1. Physical Security will:
    - 3.7.1.1. Receive written EAL for tour groups wishing to access the restricted area.
    - 3.7.1.2. Provide a copy of the approved EAL to the appropriate security entry control point 24 hours prior to the tour day and time if received 72 hours prior to the event.
    - 3.7.1.3. Provide confirmation to 72 ABW/PA OPR that the tour group may access the restricted area no later than 24 hours prior to the scheduled tour.
  - 3.7.2. Police Services will:

3.7.2.1. Receive written base entry authorization letters for tour groups wishing to access the installation gates per requirement.

3.7.2.2. Provide a copy of the approved base EAL to the installation gate 24 hours prior to the tour date and time.

3.8. 552 ACW Protocol Office (552 ACW/CCP) will:

3.8.1. Coordinate, conduct and escort all approved DV tours.

3.8.2. Coordinate photographic support for DV visits with 72 ABW/PA and/or a 552 ACW Unit Public Affairs Representative (UPAR) off the photography approved list, as necessary.

3.8.3. If a free-zone is needed for a tour a request must be coordinated through the 552 ACW Commander. See Attachment 4 for the free zone request letter which will be signed by the commander and forwarded to the 72 SFS/S5S office for authentication and distribution no later than 24 hours prior to the establishment of the free-zone. 72 SFS will not provide escorts or entry control for free-zone in restricted or controlled areas.

#### 4. 552d Air Control Wing Member “Family & Friends” Tours.

4.1. This tour program is offered to any 552 ACW or foreign component members on assignment to the 552 ACW, who would like to escort his/her family or friends on a tour through the E-3 aircraft. Security and safety guidelines must be followed. The 552 ACW member, or Visit POC, wishing to conduct the tour must have open area 7E on his/her line badge to escort members into the controlled/restricted area. If the member does not possess an open area 8E on his/her line badge, the member should contact their squadron or group command section or First Sergeant to see who in that organization might have escort privileges to Area 8 and would be available to act as escort for their tour party. The escort will maintain overall responsibility of the visit/visitors. Family and Friends tours will comply with the Wing Friends and Family Tour Policy Letter and Authorization memo located at <https://wwwmil.awacs.af.mil/552acw/acw/sf/EAL.HTM> No more than 10 family members per escort.

4.2. All Family and Friends Tours will be held in docks 2 or 4 **ONLY**. Entry into the APA is not permitted. The Dock Chief has final approval authority as to the availability of the aircraft. Coordinate with the Red and White Aircraft Maintenance Unit (AMU) Production Superintendents to see if an aircraft will be in the dock and available for touring on the selected day. Contact numbers for Production Superintendents: Red AMU – 734-9888 / White AMU – 734-8310. If you cannot make contact with either of the Production Superintendents, Wing Plans and Scheduling can be used as an alternate contact (734-7007).

4.3. After aircraft availability is determined, notify the 72 ABW/PA and 552 ACW/SF office of intent to request tour. Complete the Friends and Family Tour Request memo and submit to 552 ACW/SFS NLT 5–7 days prior to the tour date. Family and Friends Tour are limited to **10** people, divided into 2 groups of five. There is no age limit, but children must be controlled **at all times**. An escort is required for each group of 5. If additional escorts are not available or the group is larger than 10, coordinate with 72 ABW/PA to join a regularly scheduled tour on the first or third Wednesday of the month. The tour escort is liable and

responsible for all members of the party. **These procedures must be followed each and every time a tour is requested.**

4.4. No photography is allowed unless accompanied by someone with a current photo authorization letter and permission is granted by senior maintenance personnel on duty. Due to safety considerations and the need to maintain a controlled environment within the restricted areas, escorts must complete the mandatory checklist (Attachment 1, Wing Friends and Family Tour Policy Letter.) This checklist ensures all relevant offices have been notified, and that the escort has given the required safety and security briefings to all members of the tour group. Failure to comply with all safety and security standards may result in detainment by Security Forces personnel.

4.5. As directed on the checklist, a restricted area EAL memorandum must be accomplished at least 5-7 days prior to the tour. This EAL must be signed by the requester and submitted to 552 ACW/SF and 72 SFS/S5S for approval. The 72 SFS/S5S will ensure the approved EAL has been forwarded to the appropriate Entry Control Points in the maintenance docks prior to the requested tour date. The Entry Controller must have the EAL in hand before a tour can take place. (All contact information and numbers are found on the Family and Friends Tour Authorization.)

## **5. Foreign National Tours.**

5.1. The 552 ACW frequently hosts foreign military service members for extended tours of duty as component members. If a Foreign Service component member wishes to conduct a Family and Friends Tour, the same procedures, as outlined above in Section E, will be followed and must be coordinated through the 552 ACW/FDO.

5.2. Foreign nationals are permitted access to 552 ACW aircraft tours, when visiting in an official capacity and with the appropriate coordination/approval.

5.3. Commanders will not invite foreign nationals on an unclassified or classified basis until the visit has been coordinated by the 552 ACW/FDO through HQ ACC/A3TS and approved by SAF/IAP.

5.4. If foreign nationals request to visit 552 ACW for official business:

5.4.1. . Refer the request to 552 ACW/FDO for confirmation of a Foreign National Visit Request. If the requestor has not gone through the proper channels, the 552 ACW/FDO will notify the requester to submit the request to the Air Attaché of the appropriate embassy in Washington, D.C., for processing through established liaison channels.

5.4.2. Once confirmation of the Foreign National Visit Request is received, 552 ACW/DS will forward the tour request to the designated OPR and 552 ACW/CCP, Wing Protocol Office for further coordination of the visit IAW ACCI 90-110, Distinguished Visitors.

## **6. Distinguished Visitors.**

6.1. IAW ACCI 90-110, 552 ACW/CCP, Wing Protocol, is the single point of contact for DVs to this Wing. All DV visits will be coordinated through 552 ACW/CCP and other agencies, as required.

6.2. Wing Protocol will act as liaison between the OPR and other command staff agencies. Additionally, Protocol will provide overall protocol guidance; e.g., appropriate honors, escorting, etc.

## **7. Fini Flights.**

7.1. In the event of a Fini Flight, friends and family members will be allowed access to the flight line area provided an EAL has been completed and routed. Escort will use the Fini Flight EAL found at <https://wwwmil.awacs.af.mil/552acw/acw/sf/EAL.HTM>

7.2. Escorting member will take responsibility for friends and family members on flight line, especially children under the age of 12. Escort will ensure flight line clearance and photo authorization are obtained 72 hours prior to landing.

## **8. Flight Line Safety.**

8.1. It is the escort's responsibility to ensure all guests are in compliance with all flight line safety procedures.

8.2. Escorts will brief all guests on flight line security and safety procedures before entering the restricted area. The 72 SFS entry controller will provide the escorts the required briefing to read.

8.3. Escorts are responsible for issuing hearing protection to tour members before entering the flight line area.

8.4. Before entering APA ensure all vehicle tires have been checked for foreign object damage (FOD) items. Also, because the APA has been designated a no hat area, instruct all members to leave their hats on the bus and any other small items that might be accidentally dropped. This action will lower the risk of FOD.

DAVID M. GAEDECKE, Colonel, USAF  
Commander, 552d Air Control Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 Aug 2010

ACCI 90-110, *Distinguished Visitors*, 16 Oct 2007

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABW** —Air Base Wing

**ACCI** —Air Combat Control Instruction

**ACW** —Air Control Wing

**AGE** —Aerospace Ground Equipment

**AMU** —Aircraft Maintenance Unit

**AMXS** —Aircraft Maintenance Squadron

**APA** —Aircraft Parking Area

**CC** —Commander

**CCP** —Protocol Office

**CV** —Vice Commander

**DS** —Director of Staff

**DV** —Distinguished Visitor

**EAL** —Entry Authorization Listing

**FDO** —Foreign Disclosure Office

**FOD** —Foreign Object Damage/Debris

**IAW** —in accordance with

**LGRV** —vehicle operations office

**LRS** —Logistics Readiness Squadron

**MCC** —Mission Crew Commander

**MXA** —Maintenance Supervision

**MXG** —Maintenance Group

**MXS** —Maintenance Squadron

**OG** —Operations Group



**OPR** —Office of Primary Responsibility

**OSOL** —Life Support Office

**OSS** —Operations Support Squadron

**PA** —Public Affairs

**POC** —Point of Contact

**SF** —Security Forces

**SFS** —Security Forces Squadron

**UPAR** —Unit Public Affairs Representative

### *Terms*

**Community Tours** — For visits by any civilian community group/organization (i.e., local civic groups such as VFW, Chambers of Commerce, Rotary or other clubs, public/private schools or their individual organizations, scouting organizations, JROTC/ROTC, etc.,) the 72 ABW/PA (Public Affairs) Office is the OPR.

**Distinguished Visitors (DVs)** — DVs are a matter of command and Wing interest and should be provided every appropriate consideration. DVs are personnel in the grade of O6/GS-15 or above (including foreign visitors of equivalent rank), prominent government or elected officials, and others so designated by this or higher headquarters. IAW ACCI 90-110, DVs, the 552 ACW/CCP (Protocol Office) is the single point of contact for DVs to this headquarters. (Other protocol offices on Tinker may also be designated responsible for coordinating/supervising arrangements for DVs. Coordination will be submitted via 552 ACW/CCP Protocol Office.

**“Fini” Flights** — A Fini Flight is the last flight flown by a crewmember prior to separation, retirement or to assuming duties where regular flight activities will not be performed. Traditionally family and friends are present to honor the member for ending a successful flying career.

**Foreign Visitor** — A foreign visitor is an individual from outside the United States who is visiting the 552 ACW to learn more about the AWACS and the 552 ACW. These visits are usually official in nature and the visitors are usually DVs. Security coordination will be accomplished prior to the arrival of the foreign visitors. The Wing OPR for confirmation of a foreign visit request is the 552 ACW/FDO (Foreign Disclosure Officer). Once confirmation of the foreign visit request is received, 552 ACW/DS (Director of Staff) will turn the request over to the designated OPR and 552 ACW/CCP, Protocol Office for further coordination of the visit IAW ACCI 90-110.

**In—Cycle Tours** - An in-cycle tour is one that falls on the predetermined tour days—first and third Wednesday of each month

**Office of Primary Responsibility (OPR)** — The staff agency with primary interest in the visit and/or designated to monitor the visit.

**Out—of-Cycle Tours** - An out-of-cycle static tour is one scheduled for a date other than the first and third Wednesday of each month. These requests will be handled on a case-by-case basis for groups consisting of distinguished visitors or visitors of special interest, and will be coordinated

through the 552 ACW/DS (Director of Staff) for 552 ACW/CC or CV's approval before coordination with any other Wing agency.

**Routine Tours** — A routine tour consists of a walkthrough of a static E-3. However, the type of tour conducted depends on the nature of the group and its relationship to the goals of the Community Relations Program.

**Special Tours** — A special tour includes (but is not limited to) a Wing Commander's briefing, other facilities and/or an E—3 tour. Special tours are managed by the 552 ACW/DS (Director of Staff) and the 552 ACW/CCP Protocol offices for visiting dignitaries; congressional, community/civic leaders, and /or other appropriate personnel as requested or directed.

**Wing Guest Tour** — Wing guests are military members or civilian DoD employees from other military organizations who are visiting the 552 ACW on official or semi-official business. Wing Guest Tours use the same process as the Family and Friends Tour and an OPR will be appointed once requests is approved by the 552 ACW/DS (Director of Staff).

**Wing Member Family and Friends Tours** — Tours are conducted by Wing members for their family members or friends, to include Wing foreign component members. These tours are limited to two groups of five or fewer and are restricted to docks 2 or 4 ONLY. Coordination through the Wing offices must be accomplished 72 hours prior to the tour: Wing Security Office (552 ACW/SF), 552d Maintenance Squadron (552 MXS) and/or 552d Aircraft Maintenance Squadron (552 AMXS), and 72d Security Forces Squadron, Physical Security (72 SFS/S5P).

## Attachment 2

## EXAMPLE OF MEMORANDUM (NOTIFICATION FOR STATIC DISPLAY OF E-3 AIRCRAFT)

[Official Letterhead]

MEMORANDUM FOR 552 ACW/DS

552 ACW/SF

72 SFS/S5P

IN TURNFROM: *(Sponsor/Requesting Unit)*

SUBJECT: Notification for Static Display of E-3 Aircraft

1. There will be an E-3 Aircraft Static Display Tour on the *(North Ramp)*. Aircrew will be aboard the aircraft during the tour to control guests. This is official notification to the 72 SFS/S5P upon approval from the 552 ACW/SF office.
  - a. 552 ACW/DS:
    - i. Approve ☐
    - ii. Disapproved ☐
2. Tour Details:
  - a. Group Name and/or DV Visitor(s):
  - b. Purpose of Tour:
  - c. Inclusive Date:
  - d. Number of Visitors (Including Escorts):  
*(List age level if the group includes children 13-18 years of age)*
  - e. Display Location: (Inside/Outside Dock 2 or Bird Cage)
  - f. Display Time:
3. Aircraft Requirements (Check all that apply):
 

☐ Block 40/45 System Demonstration

☐ Power for Lighting

☐ Air, as appropriate

☐ DV Stairs (Forward and Aft Entrances)
4. Aircrew Required:
 

☐ All

☐ Pilot/Copilot ☐ ASO ☐ CSO

☐ MCC ☐ SD/WD ☐ Maintenance Ground Support

☐ CDMT ☐ ART ☐ Other \_\_\_\_\_
5. Special Requirements:
6. The aircraft will not be moved to the display location in excess of two hours prior to the event on the date and time listed above without prior 72 SFS BDOC approval. Armed military personnel will be at the destination to assume security of the aircraft for the tour and until the aircraft is returned to a permanent restricted area. I will setup and remove restricted area ropes and stanchions IAW 552 ACW/SF direction immediately after aircraft arrives at the display location.
7. POC for this event will be *(Rank and Name)* at *(Phone Number and E-mail)*. My alternate POC will be *(Rank and Name)* at *(Phone Number and E-mail)*.

*(Sponsor/Requestor's Signature Block)*\_\_\_\_\_  
552 ACW/SF, LIAISON

72 SFS/S5P, PHYSICAL SECURITY

**Attachment 3**  
**SAMPLE EAL LETTER**

[Official Letterhead]

**Sample EAL Letter**

FROM: *(Unit, Sponsor/Requestor's Name)(DATE)*

TO: 72 SFS/72 ABW/Pass and ID

SUBJECT: *(Specific Name of the Event)*

1. I request unescorted base entry for the following personnel. They will be attending the above event being held at *(specific location on the installation)*.

<u>Guest Name</u>	<u>Drivers License #/State of Issue</u>	<u>SSN</u>	<u>Date of Birth</u>
<i>BROWN, DANIEL A.0000000000/Oklahoma000-00-000000/00/0000</i>			
<i>HALL, ANTHONY B. (Child)</i>			
<i>HALL, BRIAN W. (Child)</i>			
<i>HALL, CHRISTINE E.</i>			
<i>HALL, DAVID A.</i>			
<i>JOHNSON, MICHAEL J.</i>			
<i>SMITH, JOAN M.</i>			
<i>SMITH, JOHN T.</i>			
<i>SMITH, JOSHUA R. (Child)</i>			
<i>WILLIAMS, 72 ABW/PAUL J.</i>			

2. Request access to Tinker AFB for these personnel starting at approximately *(date and time)* and ending *(date and time)*. I will be responsible for all personnel.

3. I can be reached at *(phone number)* prior to the event and at *(phone number if possible or location on base)* during the event.

4. [FOUO] IAW the Privacy Act of 1974, the contents of this document contain privileged or other confidential information. Unauthorized disclosure may result in civil and criminal sanctions. If you are not the intended recipient, or believe you have received this communication in error, do not reproduce, retransmit, disseminate, or otherwise use this information. All collected information will be utilized to conduct a criminal background check and no personal information will be given out to unauthorized personnel. All information contained herein will be destroyed when no longer required.

*Signature Block*

*(Name, Rank, Unit of Sponsor)*

## Attachment 4

## EXAMPLE OF MEMORANDUM (NOTIFICATION OF FREE ZONE REQUEST)

[Official Letterhead]

*(DATE)*

MEMORANDUM FOR 552 ACW/SF  
72 SFS/S5S  
IN TURN

FROM: *(Requesting Unit)*

SUBJECT: Notification of Free Zone Request

1. Request free zone be established at *(location)* on *(date)* from *(XXXX)* to *(XXXX)* hrs for the purpose of conducting a *(describe event)*. *(unit)* personnel will establish/dismantle the free zone and provide no less than 15 free zone guards for the duration of the event.
2. POC for this event will be *(rank, name)* at *(contact number)* or *(rank, name)* at *(contact number)*.

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*(Requestor Signature Block)*

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552d ACW SECURITY LIAISON

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72d SFS/S5 PHYSICAL SECURITY