

**BY ORDER OF THE COMMANDER  
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE  
INSTRUCTION 10-217**



**14 JANUARY 2026**

**Operations**

***SCHEDULING TOURS OF  
CONTROLLED/HIGH RISK  
FACILITIES***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 56 TRS/F-35 COR

Certified by: 56 TRS/CC  
(Lt Col Eric N. Ringelstetter)

Supersedes: LUKEAFBI 16-1007, 8 December 2021

Pages: 8

---

This instruction implements Air Force Instruction (AFI) 10-217, *Management of the Air Force Operational Training and Undergraduate Aircrew Training Systems*. It assigns responsibilities and establishes procedures for the scheduling and control of visitors to the Luke Air Force Base (AFB) Training Devices and Air Traffic Control Facilities. It applies to all units attached or assigned to Luke AFB to include Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may not be supplemented or further implemented or extended. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

**This document has been substantially revised and must be completely reviewed.** Major changes include: Addition of new red carpet device/Multi-use Unclassified Simulator-Cockpit (MUS-C); Addition of Modified Mission Rehearsal Trainer (MMRT) Removal of both the Aircrew Training Center (ATD) and Networked Training Center (NTC-L) facilities following the closure of F-16 simulator operations; the main F-35 simulator training facility was renamed to the Skip Hopler Fighter Training Center (FTC); renaming publication from LUKEAFBI 16-1007 to LUKEAFBI 10-1017 due to change in parent AFI publication series.

### **1. Training Device Tours.**

1.1. Public Affairs (PA) is the authority for coordinating outside, external requests for Full Mission Simulator (FMS), Modified Mission Rehearsal Trainer (MMRT) and Multi-use Unclassified Simulator-Cockpit (MUS-C) training device tours. Such requests include civic leaders, civilians not affiliated with the Department of Defense (DoD), news media representatives, and the general public. 56th Training Squadron (56 TRS) and 56th Fighter Wing Protocol (56 FW/CCP) are the authority for coordinating internal requests such as military members, contractor representatives, squadron family orientations and gatherings, and DoD family members.

1.1.1. If a tour is deemed appropriate, 56 FW/PA, 56 FW/CCP or 944 FW/PA will contact the 56th Operations Group Executive (56 OG/CCE) with their tour request no later than (NLT) 10 duty-days prior to the requested tour date for the assignment of a tour escort(s). All NLT dates/timelines for processing and coordination are for planning purposes and can be exceeded with OG/CC approval.

1.2. **Safety/Security Requirements.** Tour size will be approved by the 56 TRS/DO or 56 TRS/COR and will depend on operational requirements

1.2.1. For groups greater than three people, 56 FW/PA, 56 FW/CCP or 944 FW/PA will request another tour escort for every additional three people on tour.

1.2.2. Tour escort(s) will remain with the group at all times while in the device facility.

1.2.3. Tour escorts in conjunction with Lockheed-Martin personnel will be responsible for the overall safety, security and operations of the training devices and facilities at all times while tours are being conducted.

1.2.4. 56 FW/PA, 56 FW/CCP, 944 FW/PA or LM Business Development will provide a complete roster of tour visitor names and last 4 of SSNs (if SAPF access is requested) to 56 TRS/DO and 56 TRS/COR NLT 48 hours prior to the scheduled tour. For F-35 Partner and FMS Customers requesting SAPF access, passport numbers will need to be provided to 56 TRS/ASM NLT 48 hours prior to the scheduled tour.

1.2.5. If the tour is for individuals under the age of 16, 56 FW/PA, 56 FW/CCP or 944 FW/PA will ensure there are an appropriate number of adult chaperones available to help supervise the group.

1.2.5.1. Must be 16 years old to operate the training device.

1.2.6. Consideration for personal safety, especially footwear and possible vulnerabilities of foot injuries, will be briefed to tour visitors upon scheduling a tour. With this in mind,

it will be recommended that tour visitors wear closed (closed-toe/closed-back) shoes while visiting a training device. Visitors should also consider tripping hazards around training devices when considering shoe heel size for a tour.

1.2.7. Visitors should be able to climb stairs, lower themselves to the seat, and climb out of a seat with minimal assistance. Visitors should also be made aware that motion sickness while operating the training device is a possibility. If visitors cannot do these tasks, personnel requesting tours will ensure escorts are available to assist with ingress and egress of those requiring physical assistance and will ensure escorts come prepared to assist in case of motion sickness.

1.2.8. Tours will not be allowed during HPCON Charlie or Delta.

1.2.9. The 56 TRS/DO is the waiver authority (Training Devices).

### 1.3. Scheduling Procedures.

1.3.1. Approval for Skip Hopler Fighter Training Center (FTC), FMS and MMRT tours is the 56 OG/CC via the 56 TRS/Director of Operations (DO). 56 FW/PA, 56 FW/CCP, 944 FW/PA and LM Business Development will contact the 56 TRS/DO with their tour request NLT 10 duty days prior to the requested tour date for approval. If approved, the 56 TRS/DO will email the 56 TRS FTC Scheduling office and “cc” the 56 TRS/CC and 56 TRS/Contracting Officer Representative (COR) with tour information and POC. The 56 TRS will work with FTC schedulers to accommodate tours IAW the priorities outlined in paragraph .1.3.3.1.

1.3.1.1. Unclassified FMS/MMRT training device tours in the FTC SAPF may include a tour of an FMS/MMRT Pod (Brief/Debrief/IOS Rooms) IAW the FTC Facility Operating Procedures (FOP).

1.3.1.2. Proper UNCLASSIFIED configuration for F-35 ATC FMS tours are IAW the FTC Facility Operating Procedures (FOP).

1.3.1.3. Prior to the beginning of a training device tour and before allowing the tour to enter the simulator bay; escorts will ensure that all devices in that bay are properly configured for UNCLASSIFIED operations.

1.3.1.4. Requests for classified tours in the FTC will follow the procedures outlined in [paragraph 1.3.1](#) and are only available for F-35 program cleared individuals. Following OG/CC approval, the 56 TRS/COR will work with the 56 FW Advanced Programs Office (56 FW/CVN) and LM Security to ensure proper security requirements are met for classified access. All requests must be received NLT 10 duty days prior to the requested tour date.

1.3.2. If classified access to the Special Access Program Facility (SAPF) is denied by either the 56 OG/CC or 56 FW/CVN, the disapproving office will contact the tour originating office. It will be up to the tour originating office if an unclassified tour will be requested.

1.3.3. The 56 TRS Lockheed-Martin scheduler will ensure requested training device tours are properly annotated on the printed schedule.

1.3.3.1. 56th Fighter Wing (56 FW) FMS/MMRT scheduling will be IAW AFI 16-1007, *Management of Air Force Operational Training Systems*. Priority will be:

1.3.3.2. Accident investigations/flight safety research.

1.3.3.3. Simulator certifications.

1.3.3.4. Aircrew training.

1.3.3.5. Non-aircrew training.

1.3.3.6. Device modification testing.

1.3.3.7. Distinguished visitors and other tours.

1.4. Approval for unclassified MUS-C red carpet simulator tours is the 56 OG/CC via the 56 TRS/Director of Operations (DO). 56 FW/PA, 56 FW/CCP, 944 FW/PA and LM Business Development will contact the 56 TRS/DO with their tour request NLT 5 duty days prior to the requested tour date for approval. If approved, the 56 TRS/DO will email the 56 TRS FTC government scheduling representative and will “cc” the 56 TRS/CC and 56 TRS/Contracting Officer Representative (COR) with tour information and POC. The 56 TRS will schedule tours IAW the priorities outlined in **paragraph 1.4.2**.

1.4.1. The requestor will coordinate designated pilot to operate unclassified MUS-C flight mission.

1.4.2. 56 FW MUS-C scheduling will be IAW AFI 16-1007, *Management of Air Force Operational Training Systems*. Priority will be:

1.4.2.1. Aerospace Physiology Training

1.4.2.2. Airman tours.

1.4.2.3. Distinguished visitor tours.

1.4.2.4. Student pilot unscheduled training.

1.4.2.5. All other tours.

## **2. Tower and Radar Approach Control (RAPCON) Tours.**

### **2.1. Scheduling Priority:**

2.1.1. 56th Operations Support Squadron (56 OSS) Air Traffic Control (ATC) Facility tour scheduling priority will be:

2.1.1.1. Visiting Military Dignitaries.

2.1.1.2. Base Commanders.

2.1.1.3. Base Personnel requiring familiarization for their duties (Command Post, Supervisors of Flying, Fire Department, Communications, etc.).

2.1.1.4. Official Public Affairs Tours.

2.1.1.5. Other Base Personnel.

2.1.1.6. Non-Base groups for educational purposes.

2.1.1.7. Base Events (Spouses Tours, B-Course Graduation, etc.).

## 2.2. Scheduling Procedures:

2.2.1. Due to facility security and operational requirements, the following actions will be followed:

2.2.1.1. 56 FW/PA, and 944 FW/PA are the authorities for coordinating outside, external requests for ATC facility tours. Such requests include military distinguished visitors, civic leaders, civilians not affiliated with the Department of Defense, news media representatives, ROTC/JROTC detachments, and the general public.

2.2.1.2. 56 OSS/OSA (Airfield Operations/6-7341) is the approval authority for all PA requests and will coordinate internal wing requests such as military members/organizations, contractor representatives, and squadron family orientations.

2.2.1.2.1. The Tower and RAPCON will be made available for tours (traffic/workload permitting) on a case by case basis. The facility CCTLR or watch supervisor reserves the right to close the facility at any point during these times to accommodate operational requirements.

2.2.1.2.2. There is no security clearance requirement for requesting a tour of ATC facilities.

2.2.1.2.3. If a tour is deemed appropriate, 56 FW/PA will contact 56 OSS/OSA with their tour request and for the assignment of a tour escort(s) NLT 5 duty-days prior to the requested tour date.

2.2.1.2.4. For groups greater than 10 people, 56 FW/PA will provide another tour escort for every additional six people on the tour. The facility CCTLR will be the final determining authority on the number of escorts necessary. If the tour is for individuals under the age of 16; 56 FW/PA will ensure there are an appropriate number of adult chaperones available to help supervise the group.

2.2.1.2.5. Coordinating authorities will provide 56 OSS/OSA the contact name and phone number for the tour group NLT 3 days prior to the tour.

2.2.1.2.6. Coordinating authorities will provide a numerical list of those attending the tour (e.g., 2 civic leaders, 3 JROTC cadets, etc.).

2.2.1.3. Primary tour escorts will be chosen from 56 OSS/OSA. Tour escorts must be on the access roster for the respective facility.

2.2.1.4. Prior to the tour, 56 OSS/OSA will ensure that the respective facility is able to accommodate a tour during the scheduled time. If either the Tower or RAPCON is unable to accommodate a tour, 56 OSS/OSA will work with the coordinating authority to reschedule at a later date.

2.2.1.5. Tour escorts will remain with the group at all times while in the facility.

2.2.1.6. Prior to entering the facility, tour guides will inform visitors of any pertinent rules, such as turning off cell phones, prior to entering the facility.

2.2.1.7. The maximum number of visitors allowed in the Tower Cab is 10. This includes adults acting as chaperones. Tour coordinators will be responsible for dividing the tour into smaller groups for entrance into the facility. Remaining members of the group are allowed to remain in the briefing/conference rooms or catwalk until their turn in the facility.

2.3. Exceptions:

2.3.1. 56 OSS/OSA (AOF/CC, 6-7341) is the waiver authority for ATC facility tours.

DAVID J. BERKLAND, Brigadier General, USAF  
Commander, 56th Fighter Wing

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

AFI 10-217, *Management of the Air Force Operational Training and Undergraduate Aircrew Training Systems*, 22 December 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force Instruction

**AFB**—Air Force Base

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**AOF**—Airfield Operations Flight

**ASM**—Activity Security Manager

**ATC**—Air Traffic Control

**CCTLR**—Chief Controller

**COR**—Contracting Officer Representative

**DAFI**—Department of the Air Force Instruction

**DO**—Director of Operations

**DoD**—Department of Defense

**F—35 FMS**—F-35 Foreign Military Sales

**FMS**—Full Mission Simulator

**FTC**—Skip Hopler Fighter Training Center

**FW**—Fighter Wing

**FW/CCP**—Fighter Wing Protocol

**FW/CVN**—Fighter Wing Advanced Program Office

**IAW**—in accordance with

**JROTC**—Junior Reserve Officer Training Corp

**MMRT**—Modified Mission Rehearsal Trainer

**MUS-C**—Multi-use Unclassified Simulator-Cockpit

**NLT**—No Later Than

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**OSS**—Operations Support Squadron

**PA**—Public Affairs

**RAPCON**—Radar Approach Control

**RDS**—Records Disposition Schedule

**SAPF**—Special Access Program Facility

**TRS**—Training Squadron