

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

**LUKE AIR FORCE BASE
INSTRUCTION 16-1007**



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Operations Support

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 16-1007, *Management of Air Force Operational 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 Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended. 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: Removal of Networked Training Center (NTC-L) facility; renaming publication from LUKEAFBI 36-2248 to LUKEAFBI 16-1007 due to change in parent AFI publication series.

1. Training Device Tours.

1.1. Scheduling Priority:

1.1.1. 56th Fighter Wing (56 FW) Training Device scheduling will be IAW AFI 16-1007, *Management of Air Force Operational Training Systems*. Priority will be:

1.1.1.1. Accident investigations/flight safety research.

1.1.1.2. Simulator certifications.

1.1.1.3. Aircrew training.

1.1.1.4. Non-aircrew training.

1.1.1.5. Device modification testing.

1.1.1.6. Distinguished visitors and other tours.

1.2. Scheduling Procedures:

1.2.1. Due to safety concerns, device security, and operational requirements the following actions will be followed. Items specific to the F-35 Academic Training Center (F-35 ATC) or Aircrew Training Devices (ATD) will be prefaced with (F-35) or (F-16) respectively.

1.2.2. Public Affairs (PA) is the authority for coordinating outside, external requests for 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 56 FW Protocol are the authority for coordinating internal requests such as military members, contractor representatives, squadron family orientations and gatherings, and DoD family members.

1.2.2.1. If a tour is deemed appropriate, 56th Fighter Wing Public Affairs (56 FW/PA), 56th Fighter Wing Protocol (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) 5 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 purpose and can be exceeded with OG/CC approval.

1.2.2.1.1. (F-35) Approval for F-35 ATC tours is the 56 OG/CC. 56 FW/PA, 56 FW/CCP, 944 FW/PA and LM Business Development will contact the 56 OG/CCE with their tour request NLT 10 duty days prior to the requested tour date for approval. If approved, the 56 OG/CCE will email the 56 TRS ATC Scheduler and "cc" the 56 TRS/CC, 56 TRS/DO and 56 Training Squadron Activity Security Manager (56 TRS/ASM) with tour information and POC. The 56 TRS/ASM will work with ATC schedulers to accommodate tours IAW the priorities outlined in [paragraph 1.1.1](#).

1.2.2.2. All training device tours in the F-35 ATC and ATD will be UNCLASSIFIED. Unclassified device tours in the F-35 ATC include a tour of a Full Mission Simulator (FMS) Pod (Brief/Debrief/IOS Rooms) with the FMS/IOS configured IAW the F-35 ATC Facility Operating Procedures (FOP). Requests for ATD classified tours will be coordinated directly with the 56 TRS/Director of Operations.

1.2.2.2.1. (F-35) Requests for classified tours will follow the procedures outlined in [paragraph 1.2.2.1.1](#) and are only available for F-35 program cleared individuals. Following OG/CC approval, the 56 TRS/ASM 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.

1.2.2.2.2. (F-35) 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.

1.2.2.3. (F-16) 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.

1.2.2.3.1. 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.

1.2.2.3.2. (F-16) Children under the age of 10 will not be allowed to operate the training device. Lap rides, to include a child on an adult's lap, a child on a child's lap, or an adult on an adult's lap will NOT be allowed.

1.2.2.3.3. (F-16) 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.

1.2.2.3.4. (F-16) 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.

1.2.2.4. 56 FW/PA, 56 FW/CCP or 944 FW/PA will provide designated tour escort(s) a complete roster of tour visitor names NLT 48-hours prior to the scheduled tour. Adults acting as chaperones must be annotated on the visitor's roster.

1.2.2.4.1. (F-35) 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/ASM 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.

1.2.2.5. Tour escorts will be chosen from the 56 OG squadrons on a rotational basis.

1.2.2.5.1. (F-35) Primary tour escorts for the F-35 ATC will be 56 OG F-35 government personnel. Escorts must be on the 56 FW F-35 ATC Entry Authorization List and have received escort training.

1.2.2.5.2. (F-35) Unless specified by 56 FW/PA, 56 FW/CCP, 944 FW/PA or LM Business Development, 56 TRS/ASM will determine the appropriate training devices and rooms to be utilized for F-35 ATC assigned tour (FMS Tour, EML Laptop, etc.).

1.2.2.5.3. (F-16) Tours will be conducted on UTDs only.

1.2.2.5.4. (F-16) Squadron schedulers will include the nature and size of the tour in their request for a tour (i.e., distinguished visitors – 2, civic/ROTC/school – 6, family/friends – 3, etc.).

1.2.2.6. Tour escorts in conjunction with Lockheed-Martin and L3 Communications 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.

1.2.2.6.1. 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.

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

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

1.2.2.6.4. (F-16) The maximum number of visitors allowed in the simulator bay is 8 (max 4 per UTD). This includes escorts and adults acting as chaperones adults acting as chaperones. Tour escorts will be responsible for dividing the tour into smaller groups for entrance into the device facility. Remaining members of the group are allowed to occupy the device briefing/conference rooms until their turn in the facility.

1.2.2.6.5. (F-35) Tour size will be approved by the 56 TRS/DO or 56 TRS/ASM and will depend on operational requirements.

1.2.2.7. The 56 TRS scheduler will ensure requested training device tours are properly annotated on the printed schedule.

1.2.2.8. (F-16) Tours will not be allowed during HPCON Charlie or Delta (**T-3**) Tours during HPCON Alpha or Bravo require 56TRS/Training systems ADO approval.

1.3. Exceptions:

1.3.1. The 56 TRS/DO is the waiver authority for **paragraph 1** (Training Devices).

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 authority 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.

GREGORY KREUDER
Brigadier General, USAF
Commander, 56th Fighter Wing

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

AFI 16-1007, *Management of Air Force Operational Training Systems*, 1 October 2019

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—Academic Training Center

F-35 ATC—F-35 Academic Training Facility

ATC—Air Traffic Control

CCTLR—Chief Controller

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

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

NLT—No Later Than

NTC—Networked Training Center

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

UTD—Unit Training Device

WST—Weapons System Trainer