

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX INSTRUCTION 90-1201**

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Special Management

TOUR AND VISIT PROCEDURES

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This instruction implements Department of the Air Force Instruction (DAFI) 90-1201, *Protocol* and AFI 35-101, *Public Affairs Operations*. It provides guidance for scheduling Oklahoma City Air Logistics Complex (OC-ALC) tours and visits. This instruction applies to all civilian employees and uniform members of the OC-ALC. This publication may be supplemented at any level, but all supplements must be routed to the office of primary responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*; route DAF Forms 847 through the appropriate functional chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

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Chapter 1

OVERVIEW

1.1. Overview. The OC-ALC hosts tours and visits to foster a comprehensive understanding of our mission, aircraft, engines, and equipment among both internal personnel and external stakeholders.

1.1.1. This instruction further clarifies the coordination process required when requesting tours/visits within OC-ALC. It also establishes procedures and outlines roles and responsibilities for arranging and conducting OC-ALC tours/visits.

1.1.2. These strict rules are in place for two main reasons: security and fairness. First, we must protect our important work, our technology, and the details of how we support our troops from those who might wish to harm our country. Second, we have a duty to be fair and impartial with all the private companies we work with. These rules ensure that no single company gets an unfair advantage and that everyone is treated equally. By carefully managing every visit, we follow the law, earn public trust, and make sure that every interaction on this base is safe and professional.

1.1.3. Any exceptions to the guidelines set forth within this instruction must be approved by the OC-ALC Commander (OC-ALC/CC). The OC-ALC/CC reserves the right to cancel any tour/visit as mission dictates. In the event of cancellation, all parties will be notified.

Chapter 2

TYPES OF TOURS/VISITS

2.1. Types of Tours/Visits. The OC-ALC Tour/Visit Program consists of the following types:

2.1.1. Distinguished Visitors (DVs). DVs are a matter of OC-ALC command interest and should be provided with every appropriate consideration. A DV is someone external to the organization, usually of a high governmental or military rank (e.g., E-9, O-7, or above), Presidential Appointee, Senate-confirmed (PAS) officials, members of the Senior Executive Service (SES) or Defense Intelligence Senior Executive Service (DISES), or civic leaders of equivalent rank or stature as measured by title, responsibility, and duties, who are usually on official business of their organization.

2.1.1.1. The OC-ALC Protocol Office is the single Point of Contact (POC) for DVs visiting the OC-ALC. If other protocol offices on Tinker Air Force Base are designated to coordinate and supervise arrangements for DVs visiting Team Tinker coordination will be submitted via the OC-ALC Protocol Office if visiting the OC-ALC.

2.1.2. Community Tours. For visits by community groups/organizations (i.e., local civic groups such as Veterans of Foreign Wars, Chambers of Commerce, Rotary or other clubs, public/private schools or their individual organizations, scouting organizations, Junior Reserve Officer Training Corps (JROTC)/ROTC, etc.) the 72d Air Base Wing Public Affairs Office is the Office of Primary Responsibility (OPR) and base sponsor. **Note:** See Section 4.2 for additional information.

2.1.3. Foreign Visitor. A foreign visitor is an individual with citizenship other than the United States who is visiting the OC-ALC to learn more about the OC-ALC's mission. 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 OPR for confirmation of a foreign visit request is the Air Force Life Cycle Management Center (AFLCMC) Foreign Disclosure Officer (FDO). **Note:** See [Chapter 6](#) for additional information on foreign visit requests.

2.1.4. Routine Visit. A routine visit consists of a mission briefing or walkthrough of an OC-ALC Group or Squadron. This includes shop floor visits by government or contractor personnel who have a valid reason for visiting specific shops, including new and existing business partners. **Note:** See [Chapter 5](#) for additional information on contractor visits.

2.1.5. Special Tours. A special tour includes (but is not limited to) an OC-ALC Commander's briefing, other facilities and/or a tram tour. Special tours are managed by the OC-ALC Protocol Office for visiting dignitaries: congressional, community/civic leaders, and/or other appropriate personnel as requested or directed. This category also includes tours such as those given to participants of professional development programs, facilitated by OC-ALC Protocol, and Officer Educational Tours, which will be assigned to an officer by the OC-ALC Deputy Commander (OC-ALC/CD) if required. Tours with an engineering focus will go through the OC-ALC Engineering Office.

2.1.6. OC-ALC Guest Visits. OC-ALC guests are military members or civilian employees from federal or state governments who are visiting the OC-ALC on official or semi-official business. These visits are typically limited to office calls with OC-ALC senior leaders.

Figure 2.1. OC-ALC Tour Types and Points of Contact (POC).

| Tour Type | Who It's For | Primary Point of Contact |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Distinguished Visitor (DV) | High-ranking government, military (E-9/O-7+), or civic leaders on official business. | OC-ALC Protocol Office 76mxw.protoworkflow@us.af.mil |
| Community / Public Tour | General public, civic groups (Rotary, VFW), schools, and JROTC/ROTC detachments. | 72d Air Base Wing Public Affairs, 72abw.pa.workflow |
| Foreign Visitor | Any non-U.S. citizen. The request must be vetted by the FDO before proceeding. | AFLCMC Foreign Disclosure Office, AFLCMC.WFNT.FDO@us.af.mil |
| Routine / Working Visit | Government or contractor personnel with a valid, mission-related reason for a shop floor visit. | Visiting Agency Sponsor or internal OC-ALC employee who initiates the process |
| Special Tour | Dignitaries, congressional members, or participants in special programs (e.g., professional development). | OC-ALC Protocol Office, 76mxw.protoworkflow@us.af.mil |
| OC-ALC Guest Visit | Federal or state government employees visiting senior leaders for official office calls. | The specific OC-ALC Senior Leader's office being visited |

Chapter 3

PURPOSE

3.1. Purpose of Visit. When an individual seeks a meeting with Government officials, the first step is to determine the individual's intended purpose. The purpose may be less clear, particularly for visits by former/retired Department of War (DoW) personnel. Former DoW personnel (retired/separated, military/civilian) may visit OC-ALC activities in different capacities, including in the representation of contractor interests (professional/business).

3.1.1. Personal/Social Visits. Retired DoW officials who attend OC-ALC activities such as retirements and changes of command only for personal reasons (personal relationship) should be accorded privileges and courtesies authorized by law and regulation as commensurate with the retiree's status. When visits are strictly personal/social and held in non-industrial, administrative areas, they do not require formal Visit Worksheet coordination or OC-ALC Contingency Cell (OC-ALC/OMD) routing. However, personal visits that require industrial area access must have approval of the respective Group Commander or Civilian Leader.

3.1.2. Professional/Business. If a representative of a company (a) has an actual contract, (b) is an offeror in an on-going source selection, or (c) has a prospective interest in a future solicitation or government requirement, then follow the procedures in **Chapter 5** for meeting requests of a professional/business nature.

3.1.3. Retired DoW Officials Representing Contractors. While retired DoW officials may be accorded privileges and courtesies authorized by law and regulation as commensurate with the retiree's status, they cannot be granted preferential access over other contractors to government personnel or government non-public information. Such visits garner high scrutiny within DoW, Congress, and industry (including other contractors). For questions, contact the 72d Air Base Wing Staff Judge Advocate Office (72 ABW/JA) at (405) 739-5811.

3.1.3.1. Per 18 U.S.C. Section 207(c) retired senior officials are prohibited from contacting any employee of their former agency on behalf of a third party within one year of their retirement in connection with any matter on which the third party seeks official action by the agency.

3.1.4. Visitors Representing Other Non-Federal Entities (NFEs). NFEs may include private associations/groups, in accordance with its charter and the interests of its members. While retired DoW officials may be accorded privileges and courtesies authorized by law and regulation as commensurate with the retiree's status, they cannot be granted preferential access over other NFEs, including special access to government personnel or government non-public information.

3.1.5. Military Ceremonies, Commemorations, Social Events: Attendees may include retired DoW officials, contractors, and NFE personnel. OC-ALC personnel must exercise care not to engage in "shop talk," inadvertently disclosing non-public information. Special care must also be taken to avoid misperceptions of favoritism/endorsement and other appearances of impropriety. If conversations should evolve into potential acquisitions or official matters, OC-ALC personnel should exercise care to avoid releasing non-public information.

3.2. Interactions with Industry. Productive, professional interactions between OC-ALC personnel and industry partners are crucial and should be encouraged. Such interactions enable the government to better understand the competitive marketplace and develop effective acquisition strategies that meet the government’s requirements.

Figure 3.1. Quick-Reference Checklist.

| Phase 1: Before the Visit – Triage the Request | |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Determine the Visitor's Identity and Purpose | Who are they? (e.g., Contractor, Former DoW Employee, General Public, Foreign National?) |
| | Why are they here? (e.g., Personal/Social, Business/Contract, General Interest?) |
| Direct the Request to the Correct Starting Point | If a Contractor: Direct them to their Contracting Officer's Representative (COR). Do not proceed without COR involvement. |
| | If a Distinguished Visitor (DV): Immediately refer them to the OC-ALC Protocol Office. |
| | If a Foreign National: The request MUST start with the AFLCMC Foreign Disclosure Office (FDO). |
| | If a Public/Civic Group: Direct them to the 72 ABW/PA online request portal. |
| | If a Routine/Working Visit: Confirm a Visiting Agency Sponsor has been assigned to complete the formal coordination. |
| Phase 2: During Coordination – Know Your Role | |
| | Confirm Visit is Approved in the System: Before the visit occurs, ensure it has been fully coordinated and approved on the OC-ALC Event Planner (TEAMS) by all required offices (your Group leadership, OBP, OMD, etc.). |
| | Review the Approved Itinerary: Know the approved route and agenda. No last-minute changes or "targets of opportunity" are permitted. |
| | Confirm "Sanitization" Plan: If the route is near proprietary or sensitive work, ensure you know the plan to sanitize the area (e.g., covering equipment, securing documents). |
| Phase 3: During the Visit – Rules of Engagement | |
| | Stick to the Approved Route. Do not deviate. If a visitor asks to see something not on the agenda, politely decline and state that it is outside the scope of the approved tour. |
| | Enforce the "No Photography" Rule. Remind visitors that personal cell phone use and photography are strictly prohibited. The only exception is an official escort with a signed photo authorization letter. |
| | Get On-Site Permission. Even with an official escort, ask the "area owner" (e.g., shop foreman, flight chief) for permission before any photos are taken in their space. |
| | Maintain Positive Control. Never leave visitors unattended. Ensure your group maintains the correct escort-to-visitor ratio (1:10 for standard, 1 primary and 1 alternate per 7 for foreign nationals). |
| Watch What You Say – Avoid "Shop Talk." | DO NOT discuss non-public information (e.g., future workloads, acquisition plans, internal problems, source selection data). |
| | DO NOT give opinions on a contractor's performance or compare them to competitors. |
| | DO NOT make any promises or statements that could be perceived as an unauthorized government commitment. |
| | Ensure Fair Treatment. If interacting with contractors, treat all equally. Do not provide information or access to one company that you would not provide to their competitors. |
| "When in Doubt..." – Critical Reminders | |
| | Unsure about Ethics? If a situation feels like it could be a conflict of interest or create an appearance of favoritism, stop and contact the 72 ABW/JA (Legal Office) at (405) 739-5811. |
| | Unsure about Security? If you have questions about visitor vetting, routes, or OPSEC, contact the OC-ALC/OMD (Contingency Cell) at oc-complex.contingencycell@us.af.mil or (405) 739-9473. |
| | Your #1 Job as a Host is Security. You are the first line of defense in protecting OC-ALC's mission, its people, and its sensitive information. |

Chapter 4

ROLES AND RESPONSIBILITIES

4.1. OC-ALC Protocol Office. The OC-ALC Protocol Office supports the protocol needs of the OC-ALC Command Team and complies with the guidance in DAFI 90-1201, and the procedures outlined in this instruction. The OC-ALC Protocol Office also serves as the single POC for foreign and domestic DVs as defined by DAFI 90-1201 visiting OC-ALC.

4.1.1. The OC-ALC Protocol Office will:

4.1.1.1. Follow guidance as outlined in DAFI 90-1201 and support the preparation of OC-ALC official functions hosted and presided by OC-ALC Leadership as deemed appropriate by the OC-ALC Command Team.

4.1.1.2. Provide guidance, templates, and assistance with planning, preparation, and execution of OC-ALC official functions.

4.1.1.3. Maintain a repository of all tours/visits within OC-ALC and provide visit visibility to the command by updating the OC-ALC Event Planner located on Microsoft TEAMS.

4.2. 72d Air Base Wing Public Affairs (72 ABW/PA). The 72 ABW/PA personnel assigned to the OC-ALC are responsible for coordinating outside external requests for tours within the OC-ALC. Such requests include civic leaders, civilians not affiliated with the DoW, news media representatives, ROTC/JROTC detachments, education, and the general public.

4.2.1. Requests for 72 ABW/PA tours must be submitted through the Public Affairs Productivity Portal at <https://safpa.appianportalsgov.com/request/group/public-affairs/page/new-request-paa> with “Tinker AFB” as the Service Location and “72d Air Base Wing Public Affairs” as the Servicing Team.

4.3. OC-ALC Group Commanders, Civilian Leaders (CL), or designated representatives will:

4.3.1. Review and approve/disapprove all official tours and working visits (as defined in **Chapter 2**) to their respective areas of responsibility.

4.3.2. Identify at least one POC to manage visit requests.

4.3.3. Reserve the right to terminate a visit due to mission requirements.

4.4. OC-ALC Visit POC. POCs within the maintenance groups are responsible for internal coordination and execution of all visits. They will work with the requesting agency to coordinate initial approval from their respective Group Commander but are not responsible for the logistics requirements of the visiting entity.

4.5. Visiting Agency Sponsor. While the OC-ALC Visit POC is the internal point of contact within the specific maintenance group being visited, the Visiting Agency Sponsor initiates the request and handles the external visitor logistics. The Visiting Agency Sponsor is a non-contractor Tinker AFB employee responsible for the planning and execution of routine working level visits, non-PA sponsored tours, or events when they are deemed official business, and do not involve a DV as defined in DAF 90-1201 and authorized by their respective Group Commander, CL, or the designated representative. **Note:** See Chapter 11 of DAFI 90-1201 for detailed information on Distinguished Visitors.

4.5.1. The Visiting Agency POC will:

4.5.1.1. Determine routine shop visit requirements, request OC-ALC Squadron Shop Floor Visit Checklist from OC-ALC Protocol Office workflow at 76MXW.ProtoWorkFlow@us.af.mil. **Note:** See **Attachment 2**.

4.5.1.2. Coordinate a detailed purpose with an expected outcome and seek approval from the respective Group Commander, CL, or the designated representative and all the appropriate parties at least 15 business days in advance for the desired OC-ALC offices, groups, and squadrons pertaining to the visit. **Note:** Non-DV visits will be scheduled based on availability and supportability of the maintenance group(s) and may not be approved for a Friday before a federal holiday. OC-ALC organizations reserve the right to cancel a visit due to mission requirements. In the event of cancellation, all parties will be notified.

4.5.1.3. After receiving Group approval, the Visiting Agency POC will fill out and submit the online OC-ALC Visit Worksheet located at <https://forms.osi.apps.mil/r/nRTZHiTDvg>.

4.5.1.4. Submit an AF IMT Form 1109, *Visitor Request Log*, no later than two business days prior to the date of the approved tour/visit to the OC-ALC/OMD at OC-Complex.ContingencyCell@us.af.mil. As the representative of the requesting or sponsor entity, the Visit Sponsor is responsible for ensuring names and relevant data for visitors are submitted for security validation.

4.5.1.5. Contact the AFLCMC FDO if any of the visitors are foreign nationals. **Note:** Refer to **Chapter 6** of this instruction for more information on foreign national visitors.

4.5.1.6. Contact the OC-ALC Protocol Office if any of the visitors are DVs.

4.5.1.7. Request tours/visits pertaining to civic leaders, civilians not affiliated with the DoW, media, ROTC/JROTC detachments, education, and the general public through the 72 ABW/PA Office per **paragraph 4.2.1** of this instruction.

4.5.1.8. Follow guidance in this chapter and reference **Chapter 5** for visits concerning contractors.

4.5.1.9. Follow guidelines for photography requirements as outlined in **Chapter 7** of this instruction.

4.5.1.10. Work with OC-ALC/OMD to complete required Controlled Area training if visiting a controlled/restricted area prior to visiting. Training can be coordinated by emailing OCALC.OMD.ControlledArea@us.af.mil.

4.5.1.11. Ensure during the visit all visitors are escorted at all times and the escort to ratio of one escort per 10 visitors is maintained. **Note:** If the visit includes foreign nationals, the AFLCMC FDO requirement of one primary and alternate escort per seven foreign visitors supersedes this rule.

4.5.1.12. Coordinate any base access and transportation request as applicable.

4.5.1.13. Coordinate with the OC-ALC/OMD as required to sanitize tour/visit route to prevent security and proprietary violations.

4.5.1.14. Not conduct tours/visits during Force Protection Condition (FPCON) or Health Protection Condition (HPCON) Charlie or Delta.

Figure 4.1. Visiting Agency Sponsor: Consolidated Action Checklist.

| Visiting Agency Sponsor: Consolidated Action Checklist | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| This checklist covers all your required actions from initial planning to the day of the visit. Follow these steps to ensure a compliant and successful visit. | |
| Phase 1: Initial Planning and Approvals (Start 15+ business days in advance) | |
| Define Visit: Clearly determine the purpose of the visit and the expected outcomes. | |
| Request Checklist: Email the OC-ALC Protocol Office at 76MKW.ProtoWorkflow@us.af.mil to get the Squadron Shop Floor Visit Checklist. | |
| Get Group Approval: Submit the detailed visit purpose and requested date(s) to the relevant Group Commander or Civilian Leader for initial approval. | CRITICAL: This must be done at least 15 business days in advance. Note: Visits may not be approved for the Friday before a federal holiday. |
| Submit Official Worksheet: Once you have Group approval, immediately fill out and submit the online OC-ALC Visit Worksheet found at https://forms.osi.af.mil/nR7ZHiTDyq | |
| Phase 2: Visitor Screening & Security Coordination | |
| Triage Visitor Type (Take Action as Needed) | If Foreign Nationals: You MUST immediately contact the AFLCMC Foreign Disclosure Office (FDO) to start their separate, 30-day vetting process. |
| | If Distinguished Visitors (DVs): You MUST immediately contact the OC-ALC Protocol Office. They will take over coordination for the DV. |
| | If Public/Civic/Media/School Group: You MUST direct them to submit their request through the 72 ABW/PA online portal. You do not sponsor these. |
| | If Contractors: Ensure you are working with their Contracting Officer's Representative (COR) as required by Chapter 5. |
| Submit Visitor Roster (Deadline: 2 Business Days Before Visit): Complete and submit the AF Form 1109 (Visitor Request Log) to the OC-ALC security team at OC-Complex.ContingencyCell@us.af.mil. | |
| Arrange Controlled Area Training: If the tour route enters a controlled or restricted area, coordinate the required training for the visitors. Email: OCALC.OMD.ControlledArea@us.af.mil | |
| Plan Tour Route Sanitization: Coordinate with OC-ALC/OMD to ensure the tour route is "sanitized" to protect proprietary and sensitive information. | |
| Phase 3: Logistics and Day-of-Visit Execution | |
| Arrange Base Access & Transport: You are responsible for ensuring visitors can get on base and have transportation if needed. | |
| Manage Photography: Remind all visitors that personal photography/recording is strictly prohibited. If official photos are required, ensure you have requested and received a Photo Authorization Letter from 72 ABW/PA before the visit. | |
| Maintain Escort Ratio: Ensure you have enough escorts for the group size and that visitors are never left unattended. | Standard: 1 escort per 10 visitors. Foreign Nationals: 1 primary AND 1 alternate escort per 7 visitors. |
| Monitor Base Conditions: Be aware that visits are automatically canceled if the base goes to Force Protection Condition (FPCON) or Health Protection Condition (HPCON) Charlie or Delta. | |
| Be Prepared for Mission Cancellation: OC-ALC organizations can cancel any visit due to mission requirements. Keep visitor contact information handy in case you need to notify them. | |

4.6. OC-ALC Business Development Office (OC-ALC/OBP) will:

4.6.1. Actively participate in and manage visits that are relevant to potential workloads. These visits can be initiated by either the organization itself or by external entities such as contractors or vendors.

4.6.2. Facilitate communication between the visiting contractor groups and internal stakeholders.

4.6.3. Review and analyze the purpose, scope, and potential impact of each contractor visit. This includes understanding:

4.6.3.1. Who is visiting: What company or agency do they represent? What are their roles?

4.6.3.2. Why they are visiting: What is the stated objective of the visit? (e.g., inspection, audit, progress review, technical support, proposal submission, etc.).

4.6.3.3. When is the visit: What is the timeline and duration of the visit?

4.6.3.4. What is the expected outcome: What decisions or actions are anticipated as a result of the visit?

4.6.4. Have a representative present during the visit to act as a liaison, address questions and ensure the OC-ALC's interests are protected.

4.6.5. Coordinate on the request on the OC-ALC Event Planner located on TEAMS.

4.7. The OC-ALC Contingency Cell (OC-ALC/OMD) will:

4.7.1. Perform a security risk assessment on all proposed tour/visit schedules prior to approval. This assessment will consider factors such as, but not limited to, the nationality of the foreign nationals, the sensitivity of the areas to be visited, and the potential for unauthorized access to classified or Controlled Unclassified Information (CUI). Tours/visits may be denied or modified based on the outcome of the security risk assessment.

4.7.2. Review all AFLCMC FDO information as appropriate, IAW [Chapter 6](#) of this instruction.

4.7.3. Coordinate on all OC-ALC visits via the OC-ALC Event Planner via Microsoft TEAMS contingent on security risk assessment.

4.7.4. Conduct Controlled Area training when necessary.

4.7.5. Work with Visiting Agency Sponsor to "sanitize" tour/visit route to prevent security and proprietary violations.

4.7.5.1. In the context of the OC-ALC visit policy, to "sanitize" is the act of proactively removing or obscuring all sensitive materials and information from a visitor's line of sight before they enter an area.

4.7.5.2. The goal is to create a "sterile" environment where visitors can see the general workspace without being exposed to proprietary, classified, or otherwise controlled information. This action is a critical part of both Operations Security (OPSEC) and the protection of contractor trade secrets.

Chapter 5

CONTRACTORS

5.1. Contractors. Treat all contractors equally, never share sensitive business or government information, and always go through the official process. When in doubt, contact 72 ABW/JA.

5.2. In accordance with 32 Code of Federal Regulations (CFR) Part 117. Visit requests are required to facilitate administrative arrangements and disclosure determinations. Personnel at the OC-ALC are prohibited from granting preferential treatment to any private individual or company. The OC-ALC will only approve visit requests if it is prepared to grant similar access to other similarly situated parties. Furthermore, OC-ALC ensures that any disclosable information provided to contractors during a visit is also made available to other similarly situated parties upon request.

5.2.1. Contractors must work through their Contracting Officer's Representative (COR) to request a visit with the OC-ALC and must have a valid reason for the visit. The COR or the COR's designated representative will coordinate with a Visiting Agency Sponsor to submit the appropriate information per [paragraph 4.5.1](#) of this instruction. Contractors are prohibited from submitting visit requests directly to OC-ALC Protocol.

5.2.2. Contractors will request recurring visit authorizations at the beginning of each visit.

5.2.3. After the visit request is approved, the only changes the OC-ALC Visit POCs or Action Officer (AO) are allowed to amend on behalf of the contractor are to change, add, or delete names and change dates.

5.2.4. Visit requests cannot be amended to specify dates that are before the date originally requested.

5.2.5. The contractor cannot amend emergency visit authorizations.

5.2.6. Competing contracts. If a contractor or group of contractors is visiting an area where a competing contract company exists, the on-site contractor must be notified and give prior approval. The OC-ALC Visit POC, or AOs will work with the OC-ALC/OMD per [paragraph 4.5.1.13](#) of this instruction to sanitize visitor's route to prevent proprietary violations. The owning partner of the assets must provide prior approval in writing, email, MFR, etc.

5.2.7. In accordance with 5 CFR § 2635.101(b)(8), employees shall act impartially and not give preferential treatment to any private organization or individual. If a requested visit would infringe on this law, the OC-ALC recommends against providing a visit.

5.2.8. Per Title 18 United States Code (USC) § 208, government officials may not participate personally and substantially in a particular matter that will have a direct and predictable effect on their financial interests or those of their spouses, minor children, general business partners, or prospective employers. Accordingly, if a contractor has an actual or imputed financial interest, OC-ALC should refrain from participating in meetings or other exchanges where the topics include matters that could impact the finances of a contract.

5.2.9. In accordance with 5 CFR § 2635.703(a), 41 USC § 2102, and Federal Acquisition Regulation (FAR) 3.104-4(a); FAR 5.401; FAR 14.211; 18 USC § 1905, employees are prohibited from disclosing the following:

- 5.2.9.1. Non-public information to further the private interests of any individual, company, or organization.
- 5.2.9.2. Contractor bid or proposal information or source selection information.
- 5.2.9.3. Advance procurement information.
- 5.2.9.4. Information concerning proposed acquisitions.
- 5.2.9.5. Information that concerns or relates to the trade secrets, processes, operations, style of work, or apparatus, or the identity, confidential statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association, unless authorized by partnership agreement.

5.3. Contractor request for the OC-ALC/CC, Deputy Director (OC-ALC/DD), or Deputy Commander (OC-ALC/CD). Engagements with industry are beneficial to the government, but require special care to safeguard command prerogative, enhance the integrity of source selections, and eliminate misperceptions of contractor favoritism. The command staff will ensure the request for the visit is vetted through 72 ABW/JA prior to scheduling it. **Note:** The OC-ALC command staff will consider the following:

- 5.3.1. Is this visit discussing an on-going or future source selection or government requirement?
- 5.3.2. Is the meeting one-sided (i.e., receiving contractor capabilities briefing) or will the contractor be seeking government information?
- 5.3.3. What information can the government share, and how do I ensure that other competitors/contractors have access to the same information?
- 5.3.4. Would competitors/other contractors regard this meeting as giving an unfair competitive advantage (i.e., early access to information)? And if so, how do I mitigate those concerns?
- 5.3.5. If other competitors/contractors also seek a meeting, will I be able to accommodate other meetings?

5.4. Ethics Considerations. Professionalism, integrity, transparency, and impartiality are the cornerstones of effective relationships with contractors. All OC-ALC personnel bear an ethical responsibility to avoid any appearance of impropriety. Interactions with contractor personnel, whether on or off duty (including visits), must remain strictly professional and:

- 5.4.1. Bolster public confidence in acquisition activities while protecting classified, sensitive, and privileged data, to include source selection information.
- 5.4.2. Treat all prospective contractors equitably, without conferring partiality, special privileges, or exclusive access to one over another.
- 5.4.3. Safeguard contractor proprietary information, strictly avoiding unauthorized disclosure to competing entities.

5.4.4. Prevent any misperception of government endorsement or unauthorized commitments.
Note: Only a warranted Contracting Officer may execute binding commitments or contracts.
See [Chapter 5](#) for further details on contractor visits.

5.4.5. Rely on 72 ABW/JA for legal counsel regarding procurement integrity and ethics matters.

Chapter 6

FOREIGN NATIONAL TOURS/VISITS

6.1. Foreign National Tours/Visits. All tours/visits involving foreign nationals within any OC-ALC facility must be planned, coordinated, and executed in a manner that minimizes the risk of unauthorized access to sensitive information, critical infrastructure, and restricted areas. All foreign nationals must be vetted through the AFLCMC FDO prior to entering an OC-ALC facility. AFLCMC FDO requests must be made 30 days prior to the visit. **Note:** The AFLCMC FDO requires one primary and alternate escort per seven foreign visitors. Escorts must remain with the visitors throughout their visit.

6.1.1. The OC-ALC/OMD will review the proposed schedule and determine whether to approve, deny, or modify the itinerary based on Group/Squadron approval/disapproval. Approval is contingent upon a satisfactory security risk assessment. This assessment will consider factors such as, but not limited to, the nationality of the foreign nationals, the sensitivity of the areas to be visited, and the potential for unauthorized access to classified or CUI.

6.1.2. Foreign nationals must have a need-to-know before any information is disclosed as prescribed by the AFLCMC FDO letter.

6.1.3. When classified information is involved, the visit must be officially sponsored by their government or international organization, and an appropriate security assurance must be provided.

6.1.4. Escorts are responsible for ensuring conversations remain within the scope of the approved disclosure topics outlined in the FDO letter and must be prepared to politely intervene if discussions drift into unauthorized areas.

6.1.5. The OC-ALC Visit POC or AO must provide a travel route plan to their proposed destination that will be reviewed by the OC-ALC/OMD. All routes must ensure visitors are not provided with visual access to displays, systems or workloads they are not cleared to view.

6.1.6. The approved itinerary is final. No deviations from the vetted tour route or agenda are permitted without prior re-coordination and approval from the AFLCMC FDO and OC-ALC/OMD.

6.1.7. All policies regarding the use of personal electronic devices and photography, as outlined in [Chapter 7](#), are strictly enforced during foreign national visits.

Chapter 7

PHOTOGRAPHY

7.1. Photography. The use of personal cell phones, cameras, or any other recording device by visitors is strictly prohibited at all times. Photography is not allowed in OC-ALC facilities and areas, unless the visitor is accompanied by someone with a current photo authorization letter. 72 ABW/PA, in coordination with OC-ALC Commanders/Directors, is the approving authority for all photo authorization letters. Those requesting photo authorization letters must have a valid reason for obtaining one.

7.1.1. All escorts who intend to take photographs must carry their signed photo authorization letter and provide photography supervision for the tour group. **Note:** Even with a photo authorization letter, escorts must ask the permission of the area owner. The “area owner” refers to the relevant supervisor, such as the flight chief or shop foreman, responsible for the specific area being visited.

7.1.2. Material must be reviewed by the OC-ALC OPSEC Manager via OCALC.OMD.OPSEC@us.af.mil. The OC-ALC OPSEC Manager will ensure the photos and/or videos do not violate OPSEC, Information, Industrial or Personnel security policies, restrictions, and requirements. Following the OC-ALC OPSEC review, 72 ABW/PA must complete a security and policy review for any imagery that is intended for public release.

7.1.3. Any unauthorized photography may result in the immediate termination of the visit, confiscation of the recording device, and potential security investigation.

LINDSAY C. DROZ
Brigadier General, USAF
Commander

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

18 USC § 208, *Acts affecting a personal financial interest*

18 USC § 1905, *Disclosure of confidential information generally*

41 USC § 2102, *Prohibitions on disclosing and obtaining procurement*

FAR 3.104-4(a), *Disclosure, protection, and marking of contractor bid or proposal information and source selection information*

FAR 5.401, *General*

FAR 14.401, *Release of acquisition information*

5 CFR § 2635.101(b)(8), *General principles*

5 CFR § 2635.703(a), *Prohibition*

32 CFR Part 117, *National Industrial Security Program Operation Manual*

DAFI 90-1201, *Protocol*, 8 October 2024

AFI 35-101, *Public Affairs Operations*, 20 November 2020

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

OC-ALCI 31-101, *OC-ALC Security Programs*, 17 November 2025

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Product*

AF IMT Form 1109, *Visitor Request Log*

Abbreviations and Acronyms

76 PMXG—76th Propulsion Maintenance Group

AFLCMC—Air Force Life Cycle Management Center

AFI—Air Force Instruction

AO—Action Officer

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

CFR—Code of Federal Regulations

CL—Civilian Leader

COR—Contracting Officer’s Representative
CUI—Controlled Unclassified Information
DISES—Defense Intelligence Senior Executive Service
DoD—Department of Defense
DoW—Department of War
DV—Distinguished Visitor
FDO—Foreign Disclosure Office
FPCON—Force Protection Condition
HPCON—Health Protection Condition
IAW—In Accordance With
OC-ALC—Oklahoma City Air Logistics Complex
OPSEC—Operations Security
OPR—Office of Primary Responsibility
PAS—Presidential Appointee, Senate-confirmed
POC—Point of Contact
SES—Senior Executive Service
USC—United States Code

Office Symbols

72 ABW/JA—72d Air Base Wing Legal Office
72 ABW/PA—72d Air Base Wing Public Affairs
OC-ALC/CC—Oklahoma City Air Logistics Complex Commander
OC-ALC/CD—Oklahoma City Air Logistics Complex Deputy Commander
OC-ALC/DD—Oklahoma City Air Logistics Complex Deputy Director
OC-ALC/OBP—Oklahoma City Air Logistics Complex Business Partnership and Depot Activation Office

Terms

Conference—A meeting, retreat, seminar, symposium, or event that involves attendee travel and typically involves topical matters of interest to, and the participation of, multiple agencies, organizations, and/or non-government participants. Other common names include convention, exposition, symposium, seminar, workshop, or exhibition, as defined in DAFI 90-161.

Controlled Unclassified Information—Sensitive information that does not meet the criteria for classification but must still be protected. It is Government-created or owned UNCLASSIFIED information that allows for, or requires, safeguarding and dissemination controls in accordance with laws, regulations, Government-wide policies.

Contracting Officer's Representative—Assist with technical monitoring or administration of a contract.

Distinguished Visitor—Someone external to an organization, usually of a high governmental or military rank (e.g., E-9, O-7, or above), PAS officials, members of the SES or DISES, or civic leaders of equivalent rank or stature as measured by title, responsibility, and duties, who are usually on official business of their organization. As such, individuals are entitled to official courtesies from the DAF. The purpose of a visit can also determine if the distinction of DV will be accorded to someone and should be determined by the host commander as defined in DAFI 90-161.

Force Protection Condition—Department of War system that defines security measures in response to terrorist threats against United States personnel facilities.

Foreign National—Individual or entity not a citizen or national of the United States.

Health Protection Condition—The Department of War protocol for public health emergencies.

OC-ALC Command Team—The OC-ALC Commander, Deputy Director, Deputy Commander, and the Senior Enlisted Leader.

OC-ALC Event Planner—A centralized repository of all tours/visits maintained by OC-ALC Protocol, located on Microsoft TEAMS to ensure organizational visibility.

OC-ALC Official Function—OC-ALC ceremonies or events where senior members are operating in an official capacity with OC-ALC members or as a host to outside members. This includes but is not limited to, OC-ALC official meetings and conferences, promotions, reenlistments and retirements ceremonies, changes of command and reorganization events and funerals.

OC-ALC Visit POC—The OC-ALC visit point of contact is responsible for coordinating approval with their respective leadership.

Official Business—Authorized activity related to the mission and the functions of the Department of War.

Mission Essential—A visit is deemed mission essential if it is absolutely necessary for the completion of a core business function and the objective of the visit cannot be achieved through remote or virtual means. The visit must be directly tied to a specific, time-sensitive task or project that is vital to the OC-ALC's operational objectives. Social visits or informal networking trips do not qualify as mission essential.

Tour—A tour is a structured and often guided experience to a place or multiple places, usually following a fixed itinerary and providing in-depth information or activities. Tours require detailed itineraries and often include coordination with Protocol offices across Team Tinker. Tours are usually geared toward DVs, but there are exceptions such as Employee Enhancement Program, internal Air Force unit familiarization tours, etc.

Visit—Specific more focused functional interaction. An independent trip to a single place or to see specific people for a specific purpose. An example of a visit is business conducted within a production group at squadron level.

Visiting Agency Sponsor—Supports the planning and execution of the event by their respective leadership.

Attachment 2

SHOP FLOOR VISIT CHECKLIST

Figure A2.1. OC-ALC Squadron Shop Floor Checklist.

OC-ALC Squadron Shop Floor Visit Checklist

| Requestor Responsibilities | | Yes/No | Date |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|
| 1 | Coordinate visit with appropriate Squadron/Group no later than 15 days prior to visit. | | |
| 2 | Entry Authorization List (EAL): Ensure visitors have base access. *8 or more civilians - you must provide an EAL to Pass and ID NLT two weeks before the visit/event (EAL template available on TEAMS) **7 or less visitors and/or contractors with state-issued photo ID and auto insurance verification, can be issued a pass with an organization sponsor at Pass and ID in as little as 15-20 minutes **For inquiries - SF website and/or call Pass and ID at 405-734-5191 | | |
| 3 | Transportation Requirements: Yes/No (If yes, complete required form on TEAMS and forward to: 72LRS.LGRV.VehicleDispatch@us.af.mil *Ensure driver is briefed regarding schedules, routes and uniform requirements **Ensure all drivers have exact directions in case they get separated from other vehicles in official party | | |
| 4 | Work with AFLCMC Foreign Disclosure Office for visits with foreign nationals. FDO requires 30 days advance notice on these requests. *Tinker AFLCMC FDO Workflow: AFLCMC.WFNT.FDO@us.af.mil | | |
| 5 | Fill out AF IMT Form 1109 to be provided to OC-ALC Contingency Cell for access to production floor. (Form found on TEAMS) *Workflow: OC-Complex.ContingencyCell@us.af.mil | | |
| 6 | Identify escorts to stay with visitors for duration of visit to OC-ALC facilities. | | |
| 7 | Upon Group approval, submit online OC-ALC Visit Worksheet (link to worksheet provided via email) | | |
| 8 | Provide visit agenda, with proposed route and escort phone numbers, to the Group POC NLT 5 days prior to visit | | |
| Notes | | | |

Protocol TEAMS Page: <https://usaf.dps.mil/teams/OC-ALCProtocol2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2F0C%2DALCProtocol2%2FShared%20Documents%2FACTION%20OFFICER%20RESOURCES&viewid=849efa1a%2D852f%2D4c0a%2Da36b%2Dd81d71bc6fb&csf=1&web=1&e=cDBEYt&CID=b0692b83%2Db6d7%2D4fcc%2Db3ab%2Dda29b1ba3a5c&FolderCTID=0x012000B6E37E1B810FC64E96AF1B6ABF6A281D>

Attachment 3

OC-ALC TOUR/VISIT REQUEST BUSINESS RULES

Table A3.1. 282794.

1. Visits must be mission essential or community related.
2. Visit requests must be coordinated and approved through the requestor's group leadership and the visiting organization's leadership prior to submitting the OC-ALC Visit Request Worksheet. (see *Scheduling Procedures* below)
3. After visits are approved by the groups, they must be submitted to OC-ALC Protocol through the online OC-ALC Visit Request Worksheet. Groups will be provided with an email template that includes a link to the worksheet to send to visit requestor.
4. Submission must be completed by an Air Force employee at Tinker Air Force Base who will serve as the visit sponsor.
5. OC-ALC Protocol will record the visit on the Microsoft TEAMS OC-ALC Event Planner and assign it to the appropriate Group and OC-ALC Contingency Cell for visibility and final approval.
6. Individuals are not authorized to provide visits (including personal or self-guided tours) in OC-ALC production facilities without prior approval.
7. Visit requests must include a detailed purpose and an expected outcome.
8. TAFB visit sponsor is responsible for entry authorization lists (EALs) for base access, transportation while on base, and itineraries/timelines.
9. OC-ALC employees are stopping mission scheduled work to support visit requests, therefore a professional courtesy phone call or text is required by the visit escort if arriving early or late. Cancellation of visit requires an email sent to all POCs.
10. Non-DV visits will be scheduled based on the availability/supportability of maintenance group(s) and will not be approved for a Friday before a federal holiday.
11. Non-DV visits to 76th PMXG must be completed no later than 1330, unless prior approval is granted.
12. A list of attendees should accompany the original visit request via Air Force IMT Form 1109. If names are not received prior to the visit, the visit will be canceled.
13. The office requesting a visit will coordinate foreign visits through the Air Force Life Cycle Management Center (AFLCMC) Foreign Disclosure Office (FDO) at least 30 days prior to the visit. Visit will not proceed without approval. The FDO requires one primary and alternate escort per seven foreign visitors. Contact the FDO at AFLCMC.WFNT.FDO@us.af.mil for questions regarding foreign national visitors.

14. Photography is not allowed in industrial areas without prior approval. **Note:** Refer to OC-ALC 90-121, *Tour and Visit Procedures* for photography rules.

15. The Contingency Cell team will review the AF IMT Form 1109 (for production floor access) on the OC-ALC Event Planner and will complete their approval/denial process through the Planner.

16. For foreign national or contractor visits, the Contingency Cell requires a detailed route through OC-ALC facilities and will review the proposed visit to determine whether to approve, deny, or modify the itinerary based on Group/Squadron approval/disapproval. Approval is contingent upon satisfactory security risk assessment that will consider factors such as the nationality of the foreign nationals, the sensitivity of the areas to be visited, and the potential for unauthorized access to classified or controlled unclassified information (CUI).

17. Once the Contingency Cell has received/reviewed all required documents and marked the visit as complete in the OC-ALC Event Planner, the visit will be moved to the finalizing gate. Group POCs will have access to view and add information to the OC-ALC Event Planner as needed prior to visit and are responsible for marking the visit complete in the Planner.

18. Tours/visits will not be allowed during FPCON or HPCON Charlie or Delta.

19. OC-ALC organizations reserve the right to cancel or terminate a visit due to mission requirements.

Distinguished Visitors (DV):

A DV is someone external to an organization, usually of a high governmental or military rank (e.g., E-9, O-7, or above), PAS officials, members of the SES or DISES, or civic leaders of equivalent rank or stature as measured by title, responsibility, and duties, who are usually on official business of their organization. As such, individuals are entitled to official courtesies from the DAF. The purpose of a visit can also determine if the distinction of DV will be afforded to someone and should be determined by the host commander. OC-ALC Protocol is the primary office of responsibility for all DV visits to the Complex.

1. Transportation must be arranged by OC-ALC Protocol for military general officers and SES civilian personnel, and non-Government personal not affiliated with the U.S. Government in a DV status when serving or participating in official activities. Protocol will not arrange transportation for Contractor personnel.

DV visits will be added to the AFSC DV notification for AFSC/CC visibility by OC-ALC Protocol.

2. A detailed itinerary will be developed for all OC-ALC DV visits.

OC-ALC Protocol will be responsible for collecting landing fees for food, setting up office calls and meetings, and assisting during off-site events.

Foreign National Visits:

For every proposed official visit by a foreign national to an OC-ALC building or area, the following determinations must be made by authorized officials at the activity or facility to be visited:

1. Prior to the visit, the information owners of the area being visited must review and approve information to be disclosed during the visit. The FDO office is responsible for providing the scope of the visit, information authorized and what is not authorized, and the classification levels authorized and not authorized.
2. The visit sponsor must provide a travel route plan to their proposed destination that will be reviewed by the OC-ALC Contingency Cell. All routes must ensure visitors are not provided with visual access to displays, systems, or workloads they are not cleared to view.
Visit routes are subject to be altered or denied by the Contingency Cell.
3. Foreign nationals must have a need-to-know before any information is disclosed as prescribed by the FDO letter.
4. When classified information is involved, the visit must be officially sponsored by their government or international organization, and an appropriate Security Assurance must be provided.
5. For every proposed official visit by a foreign national to a DoD Component or cleared contractor facility, the following determinations shall be made by authorized officials at the activity or facility to be visited:
 - a. Access to sensitive areas, including those containing classified information, CUI, or critical infrastructure, is strictly prohibited. The visit itinerary must be carefully planned to avoid such areas.

Contractor visits to OC-ALC/CC, DD or CD:

Engagements with industry are beneficial to the government, but require special care to safeguard command prerogative, enhance the integrity of source selections, and eliminate misperceptions of contractor favoritism. The command staff will ensure the request for the visit is vetted through the 72 Air Base Wing Office of the Staff Judge Advocate prior to scheduling it.

Questions to consider before scheduling a meeting

1. Will the visit discuss on-going or future source selection or government requirement?
2. Is the meeting one-sided (i.e., receiving contractor capabilities briefing) or will the contractor be seeking government information?
3. What information can the government share, and how do I ensure that other competitors/contractors have access to the same information?
4. Would competitors/other contractors regard this meeting as giving an unfair competitive advantage (i.e., early access to information)? And if so, how do I mitigate those concerns?

5. If other competitors/contractors also seek a meeting, will I be able to accommodate other meetings?

Scheduling Procedures

Requests for DV tours and routine shop floor visits in any OC-ALC facility will be submitted via the online OC-ALC Visit Request Worksheet (found at <https://forms.osi.apps.mil/r/nRTZHiTDyq>) for routing to the appropriate group/squadron. OC-ALC Protocol is the facilitator for these tours/visits.

1. Organizations wishing to visit the OC-ALC must start the process by coordinating availability with the group they want to visit and getting approval prior to submitting anything to OC-ALC Protocol.
2. All requesting organizations will complete the online OC-ALC Visit Worksheet no later than 15 business days prior to visiting any OC-ALC building or area.
3. To expedite access into the areas, the tour/visit sponsor will fill out an AF IMT Form 1109, Visitor Register Log, listing the names and organizations of all attendees. The completed Form 1109 can be submitted through the online worksheet.
4. When a visit request is received, the OC-ALC Protocol office will create a “task” on the OC-ALC Event Planner that includes the company’s name, point of contact, telephone number, email, location to be visited and proposed date and time of visit and will “assign” the visit to the appropriate Group POC for leadership visibility and final approval.
5. When visits are added to the Planner, Protocol will “assign” them to the OC-ALC/OBP Business Development workflow for OBP review. Once the review is complete, the OBP POC will mark the visit as approved or denied.
6. The OC-ALC Contingency Cell will approve or deny the visit in the Planner.
7. For non-DV internal tours (inside the fence), OC-ALC Protocol will provide an overview tram tour of Bldg. 3001 covering all groups (AMXG, CMXG, MXSG and PMXG).

External Request for Tours

The 72 ABW/PA office is the authority for coordinating outside, external requests for tours within the OC-ALC. Such requests include civic leaders, civilians not affiliated with the Department of Defense (DoD), news media representatives, ROTC/JROTC detachments, education, and the general public. Requests for PA tours must be submitted through the Public Affairs Productivity Portal at <https://safpa.appianportalsgov.com/request/group/public-affairs/page/new-request-paa> with “Tinker AFB” as the Service Location and “72d Air Base Wing Public Affairs” as the Servicing Team.

PA is responsible for adding their own community-related visits to the OC-ALC Event Planner for leadership visibility.

Attachment 4

OC-ALC EVENT DECISION TREE

Figure A4.1. OC-ALC Event Decision Tree.

