



Public Affairs Event/Tour Request Form

Date/Time of Request:	
Requestor: Phone:	Date/Time of Event:
E-Mail Address:	Address: <small>(If an off base agency)</small>
Wing Sponsor:	Are you requesting a Wing Sponsor? () Yes () No
Host:	Visitors:
Description:	
Location(s):	
Purpose:	
Expectations of CC/CV:	

*****NOTE: Requests must be submitted AT LEAST 72 hours prior to all Tours*****

Project Officer/Sponsor:	
Rank/Name/Title/Organization:	Phone Number(s):
<i>Project Officer Disclosure Statement: I have reviewed the scope and commitments defined for my event/visit/tour. I agree to the defined scope and can fulfill these commitments as stated.</i>	

Resources Requested:	Time Utilized:
1.	
2.	
3.	
<i>The project Officer should list exactly what resources are needed to complete the project and coordinate with the committing organization(s) to provide the needed resources/support before submitting request to the Commander's Action Group.</i>	
Requestor Stop Here	

Supporting Agencies Review:	Comments:
MSG/Det 1: Approve	
CCP:	
PA:	
JA:	
Functional:	
CAG	
CV	



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Instructions:

Approval Authority:

45 SW/CV is the approval authority for visit/tour requests to 45 SW units and facilities. Units will fill out the Commander's Action Group request form for outside agencies to sponsor visitors/tours/events. All units are expected to follow appropriate security, foreign disclosure and protocol requirements with your respective counterparts.

45th Space Wing:

Please fill out a Commander's Action Group (CAG) request form for visitors and events for the following conditions:

- Involvement with 45 SW/CC and CV (office call, in/out brief or event with CC or CV)
- Military and Congressional DVs (O-6s or higher and equivalent)
- If the visit will entail significant use of 45 SW resources (people, transportation, facilities, etc.)
- If it will have higher headquarters or PA interest.

Note: Events involving CC or CV will warrant read ahead's, the CAG will forward read ahead material to the Action Officers with instructions and deadlines to assemble.

Mission Partners/NASA/Commercial Space Customers:

Please fill out a Commander's Action Group (CAG) request form for visitors and events for the following conditions:

- Involvement with 45 SW/CC and CV
- Military and Congressional DVs (O-6s or higher and equivalent)
- Company Wide Events
- If utilizing the CCAFS Skid Strip
- Tours utilizing Space Wing Resources (Transportation, Tour Guides, Facilities)

You are expected to follow appropriate security, foreign disclosure and protocol requirements with their respective counterpart.

Outside Agencies:

Please fill out a Commander's Action Group (CAG) request form if you are:

- Requesting a Patrick Air Force Base/Cape Canaveral Air Force Station Tour
- Inviting the 45th Space Wing Commander or Vice to an off base event
- Requesting a speaking engagement from the 45 SW/CC or CV
- Requesting wing resources from the 45th Space Wing (i.e. facilities, tour guides, transportation)

Wing Sponsorship:

An approved wing sponsor is required for tours/events/visits with the 45th Space Wing.

If you do not have a sponsor but would like to request sponsorship please annotate in the appropriate box on page 1. The Commander's Action Group will then task the appropriate agencies in an effort to support your request. In the event the wing cannot support your request due to mission requirements or resources requested you will be informed in writing.