

### **90th Missile Wing tour policies**

Tour dates are scheduled in advance and are pre-coordinated with supporting units on base as based on availability, manning and mission requirements.

Our tour season is between the months of April and November. We try to avoid conducting tours between November and April due to drastic weather changes and poor road conditions.

All tour requests need to be set-up one month prior to tour date.

Tour groups must be at least 10 people and are normally limited to 50 people. Groups consisting of children under the age of 12 must have sufficient adult supervision accompanying them, and there must be at least one adult for every 10 children.

Individual and small-group (10 or less) tours are only supported at the discretion of the public affairs staff when manning and mission allows.

Short-notice visit requests, (less than one month notice) will be treated on a case by case basis, but are discouraged due to manning and mission requirements.

All guests visiting F. E. Warren must provide:

- Organization or name of the tour group
- A desired date, time and length for the tour
- An alternate date and time if first choice cannot be accommodated
- The age and size of the group to include the number of adults and children separately
- Any particular area of interest the tour group may want to see
- If the group desires to eat lunch on base
- If the group requires base transportation
- The name, telephone number(s) and e-mail address of a point of contact for the group

Tours are subject to change or may be canceled, with little or no notice, due to mission requirements or inclement weather.

Upon approval of request, the following information will be required:

- A list of all adults to be on the tour
  - o First and last names

- o Date of birth
- o Driver's license (if driving)
- o If a non-US citizen, country of citizenship and passport number
  - Children (17 and younger) will be counted as a total number, i.e., 10 6th graders

This information must be provided to the 90th Missile Wing Public Affairs Office no later than two weeks before the requested tour date, or the tour may be canceled.

For more information about base tours or to schedule one, please e-mail the 90th Missile Wing Public Affairs office with the aforementioned details at [90mw.pa@warren.af.mil](mailto:90mw.pa@warren.af.mil).