



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL TOUR

Please provide the information below in a timely, accurate, and complete manner. The Fort Campbell Staff Judge Advocate's Office carefully reviews written requests for Fort Campbell military support to make sure requests are legally sufficient to support. The information in this form provides the most accurate and complete information required for our military attorneys to legally review your request and our staff to schedule your tour. Hopefully, our office will be able to assist you with your special tour but please remember that Fort Campbell and 101st Airborne's mission and training requirements always take precedence over providing military support to local communities. We will make every attempt not to cancel our support once we commit to your tour but please be aware that, while rare, cancellations do occur.

SECTION A: ADMINISTRATIVE INFORMATION

NOTE: Each question below must be answered to properly evaluate your tour request for compliance with current military regulations.

1. Sponsoring Organization:
 - a. Proposed Tour Date: _____
 - b. Arrival Time: _____ Departure Time: _____
 - c. Number of Tour Group Members: _____
 - d. Ages of Tour Group Members (Approximate) _____

2. Mode of Transportation to Fort Campbell: Bus Van(s) Automobile(s)
 - a. If the mode of transportation is bus or van, is there sufficient room for a military tour escort to ride in the vehicle with the tour group? Yes No

 - b. Do you grant permission for a military escort to ride in your group's vehicles?
Yes No

 - c. Do you need us to provide a bus for your tour? Yes No

3. Representative authorized to make arrangements on behalf of the tour group
(your tour group point of contact/liaison):
 - a. Name: _____
 - b. Address: _____
 - c. City/State/Zip Code: _____
 - d. Phone Numbers(Cell)_____ (Office/Home) _____
 - e. Email Address: _____



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SECTION A: ADMINISTRATIVE INFORMATION (Continued)

4. Are there any tour group members who have physical limitations or medical conditions we should know about? Yes. No. (If yes, please explain): _____
5. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color or national origin? Yes. No. (If yes, please explain): _____

SECTION B: FORT CAMPBELL TOURS OVERVIEW

- Fort Campbell Tours (Intent):** Fort Campbell tours are designed to be both informative and fun. The target audience is Fort Campbell's local civilians, key leaders and recent arrivals to the Fort Campbell area and/or Fort Campbell spouses who want to familiarize themselves with the post/Division training facilities, organizational structure, housing areas, history of Fort Campbell and the 101st Airborne, etc.
- Tour Hours/Days:** Tours are not offered from December to mid-March annually due to the possibility of inclement weather cancellations. Tours are not scheduled on weekends, federal holidays or 101st Airborne Division training holidays (DONSA's). Tuesday – Thursday tours are preferred and tours usually start at 9 a.m. and end by 4:30 p.m.
- Tour Approval/Notes:** PAO will not schedule a tour until the tour point of contact (POC) provides our office with the information requested in this tour request packet. PAO will make every effort to offer the tour on the date selected by the tour POC and to draft an itinerary that includes tour site visits requested by the POC. Finally, each tour group POC will receive a final ("Officially Approved") itinerary not later than 5-7 business days prior to the scheduled tour date.
- Age Limitations:** All tour group members must be 12 years of age or older.
- Pets:** Pets are not allowed to accompany tour groups.
- Tour Group Size:** Every tour group must have at least 20 tour group members and not more than 50 members. A final list of tour group members must be provided to PAO NLT 10 days prior to the tour date. **(NOTE: Again, each tour group must have 20 members or the tour will be canceled.)**



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SECTION B: FORT CAMPBELL TOURS OVERVIEW (Continued)

7. **Itinerary:** Some tour groups follow a different itinerary depending on various factors including the availability of tour sites and tour group preferences. The key factor in drafting an itinerary is whether a specific tour site can support your tour group on the tour date. **Please remember that the primary mission of each tour site is Soldier readiness, and Soldier training always takes precedence.** Tours may include a City of Fort Campbell briefing, a visit to the Engagement Skills Trainer (EST), a briefing and chance to rappel from The Sabalauski Air Assault School's (TSAAS) 34-foot tower, an opportunity to eat lunch at a post dining facility (DFAC).
8. **Cameras/Video Cameras:** Tour group members are encouraged to take photographs throughout the tour but videotaping/video cameras are prohibited. **NOTE:** PAO recommends one tour group member serve as the group's photographer and she/he can share the photo images with other tour group members after the tour concludes.
9. **Lunch (DFAC):** PAO recommends tour groups eat lunch at a Fort Campbell Military Dining Facility (DFAC). PAO selects the specific DFAC that is open (some DFACs close due to overseas deployments). The 3rd Brigade DFAC is usually chosen because of its ability to feed a large number of visitors in a very short time frame. Upon arriving at the DFAC, the tour POC will pay the DFAC for all the tour group's meals just as he/she enters the DFAC. The tour POC will provide the DFAC a headcount with a written or typed list of all tour attendees eating lunch. The tour POC then pays the headcount for all of the tour group member meals and payment **must be in cash only**. Lunch costs **\$5.55** per person.
10. **NOTE:** The tour group does not pay for any PAO escort personnel's meal. While the tour POC is paying for the meals, the remainder of the tour group will move into the DFAC "chow line" and a member of the PAO staff will explain how the DFAC is organized, where the short order line is if you want a hamburger instead of a full meal, where the salad bar and beverages are located.
11. **Drinks and Snacks:** Tour groups must provide their own drinks and snacks if they so desire. Please note that unfortunately, PAO has no funds to buy drinks or snacks.



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SECTION B: FORT CAMPBELL TOURS OVERVIEW (Continued)

12. **Transportation**: PAO will provide a military bus and driver for each tour if required. However, tour group members are responsible for arranging for transportation to the Fort Campbell area. When your tour group reaches the Fort Campbell area, our office will designate a pick up point or meet your group at one of our entrance gates.
13. **Timeliness of the Tour Request**: Tour dates are assigned on a “first come-first serve” basis. Tour POCs are encouraged to reserve tour dates as soon as possible, while still remembering tour groups must consist of at least 20 attendees at the time of the tour date.
14. **Tour Group Member Cancellations**: If the tour must be cancelled, please provide our office with as much advance notification as possible so we can notify the tour sites.
15. **Inclement Weather**: PAO reserves the right to cancel tours due to inclement weather and/or for safety considerations. Although cancellations are rare, they do occur.
16. **Tour Confirmation**: The tour group POC must complete all requests for information included in this packet prior to PAO starting to process your tour request. Tour dates are never “officially” reserved until the completed paperwork is returned to PAO and our military attorneys have reviewed.

SECTION C: FORT CAMPBELL TOUR SITES

Most tour groups visit some or all of the tour sites listed below. However, tours may visit other sites in addition to those listed below.

Donald F. Pratt Museum Tour—the Pratt Museum houses archives of every Army unit assigned to Fort Campbell with special emphasis on the 101st Airborne Division (Air Assault). The museum is open from 9:30 a.m. to 4:30 p.m., Monday-Saturday. There is no admission charge. Visitors may purchase a variety of souvenirs at the Pratt Museum Gift Shop. These items include books, T-shirts, coins, cups, posters, etc. For information on the museum, please visit their website at <http://www.campbell.army.mil/pratt/index>. *The museum is currently unavailable due to renovations.*



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SECTION C: FORT CAMPBELL TOUR SITES (Continued)

Engagement Skills Trainer (EST)—a 10-lane, computer-based weapons firing range. Lasers are substituted for live ammunition. Tour group members fire authentic U.S. small arms weapons at simulated targets using the latest laser technology. A computer keeps score of your hits and misses. The EST staff is always ready to assist tour group members not familiar with firearms.

The Sabalauski Air Assault School (TSAAS)—the TSAAS visit includes a brief overview of the course requirements, a tour of the school's obstacle course with a demonstration on how to negotiate obstacles, different types of rappel techniques and (finally) each tour group member will be offered the opportunity to rappel from the school's 34-foot air assault tower. **SPECIAL NOTE:** Prior to rappelling, each tour group member must execute a Release of Liability form, be wearing slacks or jeans, a long sleeve shirt and tennis shoes or boots ... there are no exceptions to these rules. During warm weather, tour group members usually bring the required clothing and change into it just before they rappel. Individuals must be 18 or older to rappel from the 34-foot tower.

SECTION D: TOUR SITE/LUNCH PREFERENCES

What is your preference for lunch?

- Military Dining Facility** (recommended by PAO): called a DFAC. The price of lunch is **\$5.55** per person. Payment must be in cash only and exact change is required. Prior to arriving at the DFAC, the tour point of contact collects all money and pays for all meals at one time.
- Food Court:** (seven fast food restaurant featuring Burger King, Popeye's Chicken, Chinese cuisine, pizza, tacos, subs, hot dogs, etc).
- Bring your own sack lunches (Fort Campbell has a limited number of parks and picnic areas to accommodate large groups).
- We do not plan to eat lunch at Fort Campbell.



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SECTION E: RELEASE OF LIABILITY FORM

All tour group members must complete this "Release of Liability" form to attend the tour. No one will be allowed to board the military bus (normally after the City of Fort Campbell briefing) unless they complete this Release of Liability form. PAO will collect the completed forms on the date of the tour. Please do not email the completed forms to PAO.

RELEASE OF LIABILITY FORM

I, _____, in and for consideration of the use and benefits of the lands, recreation areas, training facilities (to include The Sabalauski Air Assault School (TSAAS) and the TSAAS Obstacle Course), dining facilities, billets, equipment, vehicles and aircraft of the 101st Airborne Division (Air Assault) and Fort Campbell, Kentucky and after having been informed of the potential danger in the use of the foregoing, do hereby waive, release, and hold harmless the United States, Department of the Army and the Soldiers and civilian personnel of the 101st Airborne Division (Air Assault) and Fort Campbell, Kentucky from any and all liability from personal injury, death or property damage resulting from my participation in scheduled activities at Fort Campbell. I understand I may be required to replace or repair any property lost, stolen or damaged because of the use of the facilities, equipment, lands, vehicles, or aircraft at Fort Campbell. I also understand that the agreement to use facilities at Fort Campbell may be terminated at any time and there can be no claim for damages because of such termination.

(Signature of Visitor or Tour Group Member)

(Date Signed)

(Signature of Witness)

(Date Witnessed)

NOTE: On the reverse side of this form, please print your name, home address, and the telephone number of an emergency point of contact telephone for the individual signing this Release of Liability form. Please print legibly. The witness must be at least 18 years of age and cannot be a family member, relative, Fort Campbell or 101st Airborne Division Soldier or any person assigned to TSAAS or to the Fort Campbell Public Affairs Office (PAO). Finally, use of the TSAAS Obstacle Course is limited to active duty military personnel only.



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SECTION F: CERTIFICATION

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

(PRINTED NAME OF THE EVENT SPONSOR)

(SIGNATURE OF EVENT SPONSOR)

(DATE SIGNED)

PLEASE EMAIL COMPLETED FORMS TO:

brendalyn.a.carpenter.civ@mail.mil

ryan.b.smith35.mil@mail.mil

thomas.j.kuchar.mil@mail.mil

OR

MAILING ADDRESS

Public Affairs Office
Attn: Community Relations Officer
2574 23rd Street
Fort Campbell, Kentucky 42223

OR

FACSIMILE

(270) 798-6247

QUESTIONS

(270) 798-4730

NOTE: This request for a Fort Campbell tour packet was last updated on 31 March 2016.