



**100th Air Refueling Wing Public Affairs
RAF Mildenhall, England**

Phone: 01638-542654

Email: 100arw.pamr@us.af.mil



Sir/Ma'am,

Thank you for your interest in visiting Royal Air Force Mildenhall. Tours of the base are provided to various community organizations, businesses and academic military recruitment programs to educate their members about the missions of 100 Air Refueling Wing, RAF Mildenhall and United States European Command.

General Tour Information

Tours are offered Tuesday through Thursday and will not exceed four hours to include a 45-minute lunch break. Tours are not offered on the weekends.

All tours may be cancelled at any time due to increased security measures or to meet mission requirements.

Requests for base tours must be submitted to the 100th Air Refueling Wing Public Affairs Office no later than four weeks prior to the desired tour date. All requests are given equal consideration and are granted in the order in which they are received.

Requirements

Size: Tours are limited to a minimum of 15 and a maximum of 40 attendees (including your driver) and all attendees must be 13 years of age or older.

Entry: A base access list is required for entry to base. This list includes the names (last, first, MI) and date of birth of every attendee (including your driver) and must be submitted to the 100th Air Refueling Wing Public Affairs Office no later than two weeks prior to your tour.

Each member of your group must have a valid form of photo identification. This ID must be a government-issued identification card, i.e. a valid passport or photo driver's license. **Note:** Participants with expired, unofficial or ID with no photo will be refused at the gate and asked to leave, no exceptions.

Transportation: Organizations are required to arrive in one vehicle and must provide the information for the vehicle and driver for security purposes. Tours are limited to one vehicle and must have the ability to transport two Public Affairs personnel.

Lunch: Requests for lunch arrangements at the Galaxy Club must be made with the initial base tour request, or at least four weeks prior to the tour date. Payment for catered meals must be made no later than two weeks prior to the tour date and must be made in one payment. Groups also have the option to bring a pack lunch. The chosen lunch option will apply to the entire group.

Limited Mobility: Modified tours may be granted to those with limited mobility; however, this must be stated with the initial base tour request. If not stated, it is assumed mobility is not an issue.



**100th Air Refueling Wing Public Affairs
Tour Request Form**



1. Organization: _____
2. Primary Tour Date: _____ Alternate Tour Date: _____
3. Name of Requestor: _____
4. Requestor's Phone Number: _____
5. Requestor's E-mail Address: _____
6. Requestor's Mailing Address: _____
7. Anticipated Arrival Time: _____ Anticipated Departure Time: _____
8. Total Number in Group: _____ Age Range of Group Members: _____
9. Mobility Limitations (if applicable): _____
10. Purpose for Visit: _____
11. Anything Specific the Group Would Like to See: _____
12. Mode of Transportation Being Used: _____

Comments:

Having filled out this form, I understand that requests for tours do not equate to a guarantee of support. Further, I understand that scheduled tours may be cancelled or postponed with little to no notice due to heightened security measures or mission requirements.

I understand and will comply with the guidelines mentioned above regarding the size, entry, transportation and meal options for my group.

As the tour point of contact, I take full responsibility for the members of my group when visiting RAF Mildenhall.

Signature of Requestor: _____

Date of Request: _____