

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

AIR FORCE INSTRUCTION 35-101



**HILL AIR FORCE BASE
Supplement 1**

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Public Affairs

**PUBLIC AFFAIRS POLICIES AND
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: OO-ALC/PA (MSgt Elton R. Price)

Certified by: OO-ALC/PA
(Lt Colonel Lisa M. Bogdanski)
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AFI 35-101, 26 July 2001, is supplemented as follows.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This publication is revised to supplement AFI 35-101, 26 July 2001. It updates wording, organizational symbols, and publication references.

8.41. Base Tours General Guidelines. Base tours inform visitors of the mission of the Ogden Air Logistics Center (OO-ALC) and Hill AFB, and help visitors understand the relationship of this mission to the community. Tours also help generate public recognition and support for the USAF, AFMC and the OO-ALC.

8.41.6. (Added) Types Of And Responsibility For Conducting Tours. Following are explanations of types of base tours and organizations responsible for conducting them. This supplement does not prohibit an organization from conducting tours of various types within its own resources; however, all tours must be coordinated with Public Affairs (OO-ALC/PA) five working days before the event.

8.41.6.1. (Added) Distinguished Visitor (DV) Tour. A DV tour is for people who warrant the personal attention of the center commander (OO-ALC/CC), or the commander's designated staff representative. The Commander's Action Group will implement and coordinate each DV tour. These tours will be performed as directed by the OO-ALC/CC.

8.41.6.2. (Added) Community Relations Tour. A tour for elected officials, Logstars, ROTC cadets, students, businesses, convention delegates, civic organizations, religious, or similar groups. The OO-ALC/

PA office will approve, implement, accomplish clearance and make all general arrangements for these tours. Community Relations (OO-ALC/PAC) will coordinate tours of the 388th Fighter Wing and its units or the 419th Fighter Wing and its units with the respective public affairs office. Occasionally foreign nationals who aren't officially sponsored by their government visit Air Force bases. For example, foreign nationals or tourists on student visas do not have "official sponsorship." The same standard tours are provided to these groups that would be provided to a U.S. citizen.

8.41.6.2.1. (Added) Community Relations Tour Procedures. The following procedures are established for community relation's tours: Exceptions may be made at the discretion of OO-ALC/PAC.

8.41.6.2.1.1. (Added) OO-ALC/PAC will coordinate tours and notify the commander, staff agency and/or protocol officers of the units and divisions to be visited.

8.41.6.2.1.2. (Added) Tours will be conducted on the second and third Thursdays of the month between 0800 and 1530.

8.41.6.2.1.3. (Added) Tour requests that include the 388th Fighter Wing and the 419th Fighter Wing will be requested for only the second and third Thursday in accordance with above procedure with the exception of ROTC cadet base visits and VIP tours that do not coincide with the second or third Thursdays of the month. Requests to tour flight simulators will be limited because of mission requirements.

8.41.6.2.1.4. (Added) Ten workdays advance notice is necessary to schedule a tour.

8.41.6.2.1.5. (Added) Tour groups of fewer than 10 people will not normally be conducted unless they can be included in an already scheduled tour.

8.41.6.2.1.6. (Added) Tours with 10 people or more will be tailored to those areas/functions that best appeal to the particular group and for most efficient use of time. In the event of a base wide exercise or mission requirements, the tour will be cancelled and efforts will be made to reschedule the tour for a later date.

8.41.6.2.1.7. (Added) Children under age 10 will not be given base tours. All tours for children should include adequate number of adults for supervision and control, (one adult per 5 to 7 children).

8.41.6.2.1.8. (Added) At the discretion of OO-ALC/PAC the 75 Logistics Readiness Squadron (75 LRS) will be asked to provide bus transportation for scheduled tours. OO-ALC/PAC will coordinate with 75 LRS before scheduling tours to ensure the availability of transportation, and will send an e-mail request for transportation to 75 LRS dispatch for support.

8.41.6.2.1.9. (Added) An OO-ALC/PA representative, or a person designated and trained by OO-ALC/PAC will escort all tour groups.

8.41.6.2.1.10. (Added) Arrangements for lunch can be made by calling Club Hill or by sending an e-mail request to Food Service (75 MSG/SVMF) to eat in the Airman's Dining Hall or the base restaurants. Groups may also bring sack lunches and outside facilities are available at Centennial Park or the Hill Aerospace Museum. Coordination for park availability should be handled through Services.

8.41.6.3. (Added) Special Purpose Tour. This is a tour for people interested in particular technical operations or details. This includes military or civilian personnel employed by the Department of Defense, traveling on orders in connection with conferences or training programs. Students also can be included in this category. The appropriate staff office, directorate or organization will implement special-purpose tours. The appropriate staff office, directorate or organization responsible for a special purpose tour will inform

OO-ALC/PA of the date, time, purpose, approximate number of participants, and other pertinent details. The staff office, directorate or organization shall also notify Operations (75 SFS/SFO) in the Security Forces Squadron at least 72 hours in advance of tour to arrange for base clearance.

8.41.6.4. (Added) Scout Tour. A tour for members of the Boy Scouts and Girl Scouts of America and Camp Fire, Inc. will be approved, implemented, coordinated, and conducted by the Hill AFB scouting liaison officer (a volunteer approved by the 75 Air Base Wing Commander (75 ABW/CC).

8.41.6.5. (Added) Civil Air Patrol (CAP) Tour. A tour for CAP officers and cadets. Clearance and general arrangements for CAP tours will be the responsibility of the Hill AFB coordinator for CAP.

8.41.7. (Added) Safety. The following safety procedures will apply:

8.41.7.1. (Added) The sponsoring organization arranging for a tour will ensure that applicable personal protective equipment is previously arranged for visitors. Often an activity does not have sufficient numbers of safety eye wear or hearing protectors to accommodate a large group and should be notified in advance so preparations can be made. In no instance will any visitor be allowed in a hazardous area without the required protective equipment.

8.41.7.2. (Added) Static displays. Qualified Armed Forces personnel will be available to explain missions performed and to answer questions. They also will monitor safety procedures; i.e., preventing advertent actuation of system components, enforcing "no smoking" around aircraft, missiles, etc.

8.41.8. (Added) Physical Security. Tours, regardless of type, will be coordinated through the squadron, division or directorate level security manager. The appropriate security manager will be contacted by the person responsible for scheduling the tour in their organization (that is, when OO-ALC/PA contacts Maintenance Directorate (OO-ALC/MA) to schedule a tour, OO-ALC/MA will also contact the OO-ALC/MA security manager). The security manager will ensure proper protection is afforded classified, sensitive and aerospace resources in accordance with AFI 31-401, *Managing the Information Security Program*, and AFI 31-101, *The Air Force Installation Security Program*.

8.41.9. (Added) Reporting Base Tours. Special purpose tours, scout tours, and CAP tours will be reported to OO-ALC/PA, by the office that arranges the tour. Tour information will be forwarded no later than five working days before the tour event. The tour information shall include total number of tours and total number of participants expected for that month.

8.41.10. (Added) Photography On Tours. Photography during tours may be restricted. Sponsor shall discuss any plans for photos with public affairs representative before the tour. Photography will be in accordance with Hill AFB Instruction 31-101, *Hill AFB Installation Security Program*.

LISA M. BOGDANSKI, Lt Col, USAF
Public Affairs