



## 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 ensure 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, KY 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. Name of Organization:
  - a. Proposed Tour Date:
  - b. Arrival Time:                      Departure Time:
  - c. Number of Tour Group Members:
  - d. Ages of Tour Group Members (Approximate):
  - e. Tour Group Background:
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 have more than one vehicle for your tour group?                      Yes                  No
3. Representative authorized to make arrangements on behalf of tour group (All correspondence will go to this person to include installation access, itinerary, and coordinating instructions)
  - a. Name:
  - b. Address:
  - c. City/State/Zip Code:
  - d. Phone Numbers(Cell)                      (Office/Home)
  - e. Email Address:
4. Are there any tour group members who have physical limitations or medical conditions we should know about? Yes        No        (If yes, please explain):



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SECTION A: ADMINISTRATIVE INFORMATION (Continued)

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

1. **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 units assigned, etc.
2. **Tour Hours/Days:** Tours are only offered from 1 March to 31 October annually, due to the possibility of inclement weather cancellations during the winter months. Tours are not scheduled on weekends, federal holidays, or 101st Airborne Division training holidays (DONSA's). We offer tours weekly on Tuesdays, Wednesdays, and Thursdays from 8 a.m. and conclude no later than 4 p.m. Half day tours are available.
3. **Tour Approval/Notes:** The Fort Campbell Community Relations Office will not schedule a tour until the tour point of contact (POC) provides our office with the information requested in this tour request packet. Please ensure ComRel has your request at least **30 days** prior to scheduled tour date. ComRel 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 no later than 5-7 business days prior to the scheduled tour date.
4. **Age Limitations:** All tour group members must be 12 years of age or older.
5. **Pets:** Pets are not allowed to accompany tour groups.
6. **Tour Group Size:** Every tour group **must have at least 20 tour group members and no more than 50 members**. A final list of tour group members must be provided to ComRel NLT 10 days prior to the tour date. **(NOTE: Again, each tour group must have 20 members or the tour will be canceled.)**
7. **Itinerary:** Each tour group follows 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, but are not limited to: City of Fort Campbell Briefing, a visit to the Don F. Pratt Museum, a chance to rappel from The Sabalauski Air Assault School's (TSAAS) 34-foot tower, and eating lunch at a post dining facility.
8. **Cameras/Video Cameras:** Tour group members are encouraged to take photographs throughout the tour but videotaping/video cameras are prohibited. **NOTE:** ComRel 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):** ComRel recommends tour groups eat lunch at a Fort Campbell Military Dining Facility Warrior Restaurants. 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 facility and provide them a headcount. The tour POC then pays the headcount for all of the tour group member meals and payment must be in **CASH only**. At this time, lunch costs **\$7.05** per person. This price is subject to change at any time.



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SECTION B: FORT CAMPBELL TOURS OVERVIEW (Continued)

10. **NOTE:** The tour group does not pay for any ComRel escort personnel's meal. While the tour POC is paying for the meals, the remainder of the tour group will move into the "chow line" and a member of the ComRel staff will explain how the Warrior Restaurant is organized.
11. **Drinks and Snacks:** Tour groups must provide their own drinks and snacks if they so desire. Please note that unfortunately, ComRel has no funds to buy drinks or snacks.
12. **Transportation:** 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 meet all Tour attendees at Gate 1 and a Soldier will board your bus.**
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 at least **30 days** in advance of scheduled tour date, while still remembering tour groups must consist of at least **20 attendees** at the time of the tour date.
14. **Inclement Weather:** ComRel reserves the right to cancel tours due to inclement weather and/or for safety considerations. Although cancellations are rare, they do occur.
15. **Tour Confirmation:** The tour group POC must complete all requests for information included in this packet prior to ComRel starting to process your tour request. Tour dates are never "officially" reserved until the completed paperwork is returned to ComRel and our military attorneys have reviewed.

SECTION C: FORT CAMPBELL TOUR SITES

Our most common tour sites are listed below, however, we have other tour options available to accommodate specific needs. **Please mark an "X" next to those tour sites you would like ComRel to try to reserve for your tour.** Please remember that the primary mission of each tour site is Soldier readiness, and Soldier training always takes precedence.

**Don F. Pratt Museum Tour**—the Pratt Museum houses archives of every Army unit assigned to Fort Campbell with special emphasis on the 101<sup>st</sup> 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 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.

**Engagement Skills Trainer (EST)**—the EST provides an overview of the Army's basic weapons systems. Each tour group will be provided a hands on opportunity to test their military weapon proficiency at the virtual reality shooting range. Participants will learn how the military trains and prepares Soldiers on military weapons through scenario based, hands on training.



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SECTION C: FORT CAMPBELL TOUR SITES (Continued)

**Transition Assistance / Spouse Employment** —learn more about the talent and skills transitioning Soldiers and military spouses bring to employers. Tour the campus and learn ways to get connected with the programs.

SECTION D: TOUR SITE/LUNCH PREFERENCES

**Warrior Restaurant** (recommended by ComRel): called a DFAC. The price of lunch is **\$7.05** 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, 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.

SECTION E: 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:**  
[suzy.a.yates.civ@army.mil](mailto:suzy.a.yates.civ@army.mil)

OR

**MAILING ADDRESS**  
Fort Campbell Garrison  
Attn: Community Relations Officer  
Building T-39 Indiana Avenue, Room 223  
Fort Campbell, Kentucky 42223

QUESTIONS

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**NOTE: The Fort Campbell tour packet was last updated 30 OCT 2024.**