

**USAG FORT NOVOSEL TOUR REQUEST INFORMATION FORM**

PLEASE COMPLETE THIS FORM AND SUBMIT IT VIA EMAIL TO [USARMY.NOVOSEL.USAG.MBX.ATZQ-PAO@ARMY.MIL](mailto:USARMY.NOVOSEL.USAG.MBX.ATZQ-PAO@ARMY.MIL) WITH "COMET REQUEST" IN THE SUBJECT LINE

**SECTION 1 – SPONSORING ORGANIZATION**

<b>1. SPONSORING ORGANIZATION</b>	<b>2. MAILING ADDRESS</b>
<b>3. PROPOSED TOUR DATES (YYYYMMDD; <i>WEEKDAYS ONLY</i>)</b>	<b>4.a. ARRIVAL TIME (CENTRAL)</b>
<b>5. NUMBER IN TOUR GROUP (MAX. 20)</b>	<b>4.b. DEPARTURE TIME (CENTRAL)</b>
<b>6. DOES YOUR GROUP WISH TO EAT AT THE SOLDIER DINING FACILITY?</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

*NOTE: THE DINING FACILITY ACCEPTS CASH BUT DEBIT & CREDIT CARDS ARE PREFERRED*

**SECTION 2 - TRANSPORTATION**

<b>7. TRANSPORTATION TO FORT NOVOSEL</b>	<b>BUS</b> <input type="checkbox"/> <b># OF BUSES</b>	<b>VAN</b> <input type="checkbox"/> <b># OF VANS</b>	<b>AUTO</b> <input type="checkbox"/> <b># OF AUTOS</b>
<i>NOTE: GROUPS LARGER THAN EIGHT MUST USE BUS OR VAN</i>			
<b>8. ARRIVING AT:</b>	<b>DALEVILLE GATE</b> <input type="checkbox"/>	<b>ENTERPRISE GATE</b> <input type="checkbox"/>	<b>OZARK GATE</b> <input type="checkbox"/>

**SECTION 3 – ORGANIZATION REPRESENTATIVE**

DESIGNATED REPRESENTATIVE/LIAISON AUTHORIZED TO MAKE ARRANGEMENTS ON BEHALF OF THE TOUR GROUP

<b>9. NAME:</b>	<b>10. PHONE:</b>
<b>11. ARE THERE ANY TOUR GROUP MEMBERS WITH PHYSICAL LIMITATIONS OR MEDICAL CONDITIONS WE SHOULD BE AWARE OF?</b>	<b>12. EMAIL ADDRESS:</b>
<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>11.a. IF "YES," PLEASE EXPLAIN:</b>	

**13. PLEASE EXPLAIN REASON FOR TOUR?** (EDUCATIONAL, INFORMATIONAL, PROFESSIONAL DEVELOPMENT, ETC.)

**NOTE:**

- Tour requests must be received 90 days in advance of the requested dates.
- Tour requests received within 45-90 days of the requested tour date may be approved, but tour stops may not be optimal for your group.
- Groups larger than 20 may not be approved.
- Tours are designed around the availability of facilities, staff and dates requested. We will do our best to meet specific requests to maximize your experience, but public affairs has the final say on what tour stops will be authorized for each tour.
- All participants must be U.S. citizens and authorized to enter Fort Novosel.
- All participants must comply with all rules and regulations set by the United States Army Aviation Center of Excellence, Fort Novosel, and the United States Army.

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