

## Naval Station Great Lakes Tour Request

Thank you for your interest in touring Naval Station Great Lakes, “the Quarterdeck of the Navy.” Reservations are necessary for all tours.

If you have any questions about tours of Naval Station Great Lakes, please contact Naval Station Great Lakes Public Affairs Office/Community Outreach at **847-688-2430**, or by email at **pao.navstaglakes@navy.mil**.

### **SCHEDULING:**

Tours can be scheduled on weekdays between 1 April and 31 October.

Requested Day of Week: First Choice: Second Choice: \_\_\_\_\_

Requested Tour Date: First Choice: Second Choice: \_\_\_\_\_

Requested Tour Time: First Choice: Second Choice: \_\_\_\_\_

### **CONTACT INFORMATION:**

ORGANIZATION NAME: \_\_\_\_\_

GROUP LEADER NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

POSITION TITLE (IF APPLICABLE): \_\_\_\_\_

#### CONTACT INFORMATION

Street Address: \_\_\_\_\_

City: State: Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **ABOUT YOUR TOUR**

# of participants: \_\_\_\_\_

Approximate Age of Participants: \_\_\_\_\_

# of Group Leaders: \_\_\_\_\_

### **Purpose Of Visit:**

### **Any special needs or circumstances:**

**TOUR TYPE REQUEST (check all that apply):**

\_\_\_ Naval Station Great Lakes Historic District Tour.

\_\_\_ RTC Recruit Graduation Attendance.

*Recruit Training Command (RTC) graduation ceremonies typically occur on Fridays on a weekly basis. Exceptions are unforeseen circumstances, such as extremely bad weather, or the impact of holidays. Groups of no more than sixty people per visit will be allowed to attend Recruit Graduation. Attendance at recruit graduation will only be allowed when eleven or fewer divisions will be graduating that day. Seats at graduation will first be reserved for visiting families (i.e. those on the access list who are there to see their recruit graduate). Once space has been permitted for the visiting family of graduating recruits, space will be made available to accommodate Ship Reunion Groups without going over the fire code. Graduation attendance will be confirmed no earlier than six weeks before the graduate date. During graduation, a Navy escort will remain with the group and be onboard as they enter RTC via Gate 8. This escort will remain with the group through the entire visit to NSGL. Reunion groups should be scheduled to arrive no later than 0730 on the day of recruit graduation. Groups arriving after more than fifteen minutes after this time will not be permitted to attend graduation. If there are any special challenges/needs with members of the reunion group, please notify NSGL Public Affairs Office/Community Outreach. These items include, but are not limited to, any sort of special assistance such as a requirement for wheelchairs, inability to climb stairs, or needing access to power outlets for medical equipment. Tours can be canceled at any time without notice by the Commanding Officer of Naval Station Great Lakes.*

\_\_\_ National Museum of the American Sailor Visit.

\_\_\_ Lunch at MWR Port O' Call.

*Buffet and plated lunches are available via MWR's Port O' Call Banquet and Conference Center at Naval Station Great Lakes. For those tour groups interested in dining at Port O'Call, you will be contacted directly by Port O' Call dining staff regarding menu choices and pricing. For more information regarding Port O'Call, please visit [www.navywmrgreatlakes.com](http://www.navywmrgreatlakes.com), and click on "Food and Drink."*

\_\_\_ Navy Exchange Visit

*Your Navy escort will accompany your group to the Naval Station Great Lakes Navy Exchange (NEX). The guide will remain in the store enabling your guests to make souvenir purchases without military identification.*

**EMAIL, OR MAIL, YOUR TOUR REGISTRATION FORM TO**

**NAVAL STATION  
PUBLIC AFFAIRS OFFICE  
ATTN: TOURS  
2601E PAUL JONES STREET  
GREAT LAKES IL 60088**

**EMAIL: [pao.navstaglakes@navy.mil](mailto:pao.navstaglakes@navy.mil)**

**CONFIRMATION AND CANCELLATION POLICY:** Once your tour has been booked, a confirmation letter and Naval Station Great Lakes Security vetting instructions will be e-mailed and/or mailed to you. Your booking is not final until you receive this confirmation letter. If we are unable to accommodate your group, you will be notified via phone or e-mail. If you need further information, please contact the Naval Station Great Lakes Public Affairs Office/Community Outreach at 847-688-2430 or [pao.navstaglakes@navy.mil](mailto:pao.navstaglakes@navy.mil).