

Date: \_\_\_\_\_

From: \_\_\_\_\_ [NAME OF ORGANIZATION]

To: Commanding Officer, Naval Air Station Jacksonville

Subj: REQUEST FOR A TOUR OR SUPPORT

Ref: (a) OPNAVINST 5760.5D

(b) DoD 5500.7-R, "Joint Ethics Regulation"

(c) NASJAXINST 5050.1

1. Per reference (a), the \_\_\_\_\_ requests logistic support on or about facilities managed and maintained by Naval Air Station Jacksonville. The following information is provided:

a. Name of Organization: \_\_\_\_\_

b. Requestor's Name: \_\_\_\_\_

c. Requestor's Phone Number: \_\_\_\_\_

d. Requestor's Email: \_\_\_\_\_

e. Date and Time Frame of Event(s): \_\_\_\_\_

f. Type of Event(s): \_\_\_\_\_

g. Support requested (e.g. type of tour, use of spaces, equipment):

h. Number/Age Range of individuals attending: \_\_\_\_\_

i. Description of and purpose of event(s): \_\_\_\_\_

2. It is understood that this request for support is subject to availability of spaces and/or support requested, and that support must comply with the requirements of references (a), (b), and (c).

---

Requestor's Name and Signature