

REQUEST FOR NBVC GROUP TOUR
Return Completed form to the Public Affairs Office Code N09V3
At least two weeks prior to desired tour date
Unless previously sent, all applications must also include a letter of request

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| Requesting Organization: _____ Choice of Location: <input type="checkbox"/> Port Hueneme <input type="checkbox"/> Point Mugu | Point of Contact: Name: _____ Daytime Phone # _____ |
| Mailing Address of Organization: | Desired Date of Tour: DATE: _____ DAY: _____ |
| Please Indicate if Tour Group is all Adult or Students with Adult Chaperones: <input type="checkbox"/> All Adult <input type="checkbox"/> Students with Adults | Number of persons in Group: _____ Adults (Age 18 or Older) _____ Students _____ ages of Children in Group |
| Number of bus Passes Needed: _____ Bus | Arrival and Departure Times: (circle A.M. or P.M) Arrive _____ <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M. Depart _____ <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M. |

Please complete this form and return any other attached form(s) at least **two weeks prior** to the desired tour date. You must show names and U.S. citizenship status of all persons in tour group. No foreign nationals. Tours are not confirmed until approved by the NBVC Point Mugu Deputy Affairs Officer.

Return form to the following address:

Commanding Officer
Naval Base Ventura County
Attn: Deputy Public Affairs Officer – Code N09V3
311 Main Rd, Suite 1, Bldg-116
Point Mugu, CA 93042-5033

Please initial here to acknowledge that cameras &/or video equipment are not allowed on tours _____

For safety reasons, Point Mugu regulations do not permit children under the age of 10 to participate in tours that include viewing of aircraft, flight lines, laboratories or technical/office areas. Minimum group size is 10 persons (15 persons preferred); maximum is 35 persons which includes adult chaperones for student groups (unless specifically arranged in advance). No tours are available on weekends, holidays, the week prior to, or the week after the Point Mugu Air Show or Seabee Days event, or two weeks between Christmas and New Years.

Tour groups will meet their escort at the designated time at the parking lot, adjacent to the Main gate. (Arrival should be 8:45 a.m. with tours beginning at 9:00 a.m. and end at time arranged in advance)

If you have **any** questions regarding tour arrangements, please contact Vance Vasquez, Deputy Public Affairs Officer, at (805) 989-8095 Monday through Thursday 7 a.m. to 4:30 p.m. (Except holidays).

**** Space below for Public Affairs use only ****

Date completed form(s) received/approved: _____

Approved Tour Locations, dates and times: _____

Authorizing Signature _____
Vance Vasquez NBVC Deputy Public Affairs Officer