



133 AW GATEKEEPER REQUEST FORM

Please complete one form per event & email to 133aw.xp.gatekeeper@us.af.mil
This form may be accessed at <https://www.133aw.ang.af.mil/Gatekeeper/>

EVENT INFORMATION	
NAME OF EVENT	
VENUE LOCATION (SPECIFY ON/OFF BASE)	
NUMBER OF ATTENDEES EXPECTED	
UNITS, ORGANIZATIONS, OR COMMUNITY PARTNERS	
CLASSIFICATION LEVEL - N/A if not applicable	
PRIMARY DATE(S) _____ to _____ ALTERNATE DATE(S) _____ to _____	START TIME (00:00) END TIME (00:00) _____ - _____ _____ - _____
CHECK ALL THAT APPLY	
▪ E-9/O-6+/CIVIC LEADERS / SES OFFICE VISIT ▪ INSPECTION / STAFF ASSISTED VISIT ▪ WING LEADERSHIP ATTENDANCE/SPEAKING REQUEST • WING COMMANDER • DEPUTY WING COMMANDER • WING COMMAND CHIEF • OTHER: _____	▪ FOREIGN VISITOR REQUEST ▪ GOV FACILITIES / EQUIPMENT REQUIRED ▪ BASE TOUR REQUEST <u>Must send the below NLT 95 days before event:</u> ▪ FLYOVER REQUEST ▪ SAF/PA # _____ ▪ STATIC DISPLAY REQUEST ▪ SAF/PA # _____ ▪ ORIENTATION FLIGHT REQUEST
EVENT DESCRIPTION:	
EVENT POC/REQUESTER'S INFORMATION	
TITLE/RANK & FULL NAME	
UNIT/ORGANIZATION	
PHONE	
EMAIL	
133 AW GATEKEEPER ONLY	
Date Request Received:	Days from Event:
Additional Details from Gp/Sq POCs:	
Recommendation from CCE:	

ATTENDANCE / GUEST SPEAKER REQUEST
PRIMARY SPEAKER OR ATTENDEE
ALTERNATE (if primary is unavailable)
PURPOSE OF SPEECH OR ATTENDANCE
LENGTH OF SPEECH REQUESTED (15 mins – 1 hr)
PRIMARY AUDIENCE
OF EXPECTED GUESTS

CIVIC LEADERS / E-9 / O-6+ / SES OFFICER VISIT			
BRANCH OF SERVICE	RANK	FIRST NAME	LAST NAME
CALL SIGN/GO-BY NAME	DUTY TITLE		ORG/UNIT
	BASE		STATE
DUTY PHONE			CITY
DELEGATE/XO/EXEC or AIDE NAME AND EMAIL			
PURPOSE OF VISIT/PROPOSED ITINERARY			
ORGANIZATION/UNITS YOU ARE REQUESTING TO VISIT			
PROVIDE LIST OF OTHER KNOWN VISITORS AND DUTY TITLES			

FLYOVER / STATIC DISPLAY / ORIENTATION FLIGHT REQUEST	
(Must submit NLT 95 days before event, requests within that window will not be considered)	
EVENT ADDRESS (STREET, CITY, ST, ZIP):	
# OF EXPECTED ATTENDANCE	Check all that apply: Open to: ☐ Military ☐ Mil Families ☐ Civilians ☐ General Public
IS ATTENDANCE TO EVENT FREE (Yes/No)	
FLYOVER - EVENT TYPE IAW DAFI 11-209, TABLE A2.1	
STATIC DISPLAY – EVENT TYPE IAW DAFI 11-209 TABLE A2.1	
ORIENTATION FLIGHT – CATEGORY IAW DAFMAN 11-401, Table 5.1:	AUTHORIZED PARTICIPANTS IAW DAFMAN 11-401, Table 5.1:
PURPOSE OF REQUEST:	
PROPOSED ITINERARY (*Orientation Flights must be Point A to Point A. Point A to Point B is not authorized)	
REQUESTOR AGREES TO SUBMIT GUEST LIST AND ALL REQUIRED PAPERWORK NO LATER THAN 30 DAYS BEFORE EVENT	WILL MEDIA BE INVOLVED (Y/N):
	IF KNOWN, PLEASE PROVIDE MEDIA/PR POC NAME, PHONE, EMAIL:
JUSTIFICATION FOR REQUEST BASED ON APPLICABLE GUIDANCE (For statics see notes 1, 2 and 4, orientation flights notes 2 and 3, flyovers notes 2 and 5):	

INSTRUCTIONS/NOTES:

1. IAW DODI 5410.19, in all cases, military participation must not interfere with military operations or training programs and must be at no additional cost to the U.S. Government. The DoD is unable to support events for which the request is intended to make a business profit. Requests for static displays will only be considered for air shows, airport events, exhibitions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (including recruiting and ROTC events).

2. **Static Display/Orientation Flights/Flyover requests** received less than 95 calendar days from the event will not be considered due to scheduled training and operational requirements. Flight and maintenance scheduling are finalized 90 days in advance.

3. **Orientation flight** requests that do not fall under one of the categories listed in [DAFMAN 11-401 Table 5.1](#) will not be considered. Civic leader, labor leader, CODEL, local or state government official, or celebrity/prominent citizen orientation flights are defined as public affairs flights (Ref DAFMAN 11-401 paragraph 5.3). Public affairs flights require NGB/A3 orientation flight approval per line 14 of Table 5.1. SAF/PA or NGB/PA approval per the procedures set forth in DoDI 4515.13 (Sec 8, para 8.2), AFI 35-101 and/or AFMAN 35-101 Public Affairs Procedures, is required before NGB/A3 will consider for approval. Recommend requester coordinates with 133 AW/PA and JFHQ/PA to retrieve SAF/PA or NGB/PA (as required) approval 60 days prior to the event. NGB/A3 requires requests for orientation flights NLT 30 days prior to the event.

4. **Static Display** requests that do not fall under DAFI 11-209 para 3.4.1.2 and Table A2.1 are not authorized. For large public events, the requester must request approval through SAF/PA's public aerial events request website: <https://www.airshows.pa.hq.af.mil/PublicSite/index.cfm?fwa=MonitorConsent>. Once approved, please provide the request number in the form above, then submit this form to the 133 AW gatekeeper. The gatekeeper will instruct the requester on further instructions needed for final approval.

5. **Flyover requests** must follow ANGSP and DAFI 11-209 para 3.4.2 and Table A2.1. SAF/PA approval is required prior to the event. More information is provided here: [USAF Aerial Events Support](#). Requests must be submitted here: [Submitting for Aerial Events](#). Please include the SAF/PA tracking number within the appropriate box on pg. 1 above.

6. All personnel requesting an event or resource (facility, equipment, personnel) from the 133 AW must complete this request form and submit to the 133 AW Gatekeeper: 133aw.xp.gatekeeper@us.af.mil, no later than 30 days before the event. The gatekeeper will respond with availability to support or non-availability to support within approximately 10 business days from the request. Following an availability to support either the 133 AW Gatekeeper or the wing's appointed point of contact for the event will reach out with further instructions or requests for information from the requester. Events requiring an Entry Access List (EAL) will need to have a complete guest list with required ID information to SFS NLT 72 hours before the event for U.S. citizens and 14 calendar days for foreign nationals.