

NASA's Wallops Flight Facility Visitor Center

Group Tour Guidelines & Scheduling Information

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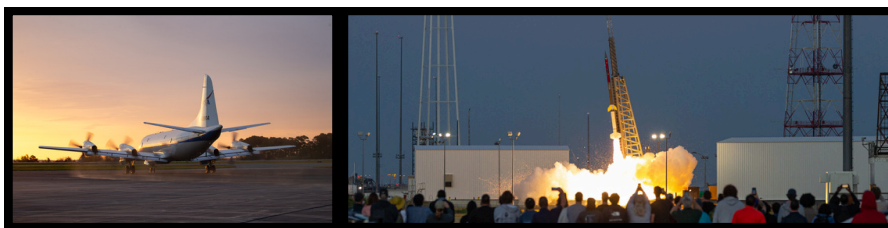
HOW TO SCHEDULE A GROUP TOUR

1. Look over **all** of the provided information to ensure that your group is eligible and that you fully understand and agree to these requirements.
2. Visit our booking website to view available dates and times.
<https://forms.gle/J4MSscuYeimhfH7EA>
Booking requests are required to be submitted at least **four** weeks before your visit. **Five** weeks if your group includes Foreign Nationals.
3. Once your request is submitted, it will be reviewed by the Wallops Visitor Center and begin processing. We will be in communication with you periodically throughout the scheduling process; please monitor the email used for booking the tour.
4. While you wait for your tour to be confirmed, email the first and last names of each tour participant at least 7 days in advance to wff-nasa-visitor-center@mail.nasa.gov
5. Prepare tour participants to wear appropriate attire, and bring all necessary items for admittance to NASA's Wallops Flight Facility.

GUEST PRIVILEGE & FEDERAL PROPERTY

All personnel and visitors are on federal property and NASA Security reserves the right to search any vehicles, packages, or persons entering the Facility. Unless specifically authorized by NASA, you shall not carry, transport, introduce, store, or use firearms or other dangerous weapons, explosives, other incendiary devices, or other dangerous instruments or materials likely to produce substantial injury or damage to persons or property.

Additionally, the Wallops Visitor Center expects all participants to behave in a manner befitting the honor and in recognition of this special access to NASA's Wallops Flight Facility. Personnel and visitors are expected to follow all applicable rules and procedures. Accordingly, NASA and the Wallops Visitor Center reserve the right to revoke this privilege at any time.



AVAILABILITY

Year-round
Tuesdays, Wednesdays
10 a.m. - noon
(start time)

STARTING LOCATION

NASA's Wallops Flight
Facility Visitor Center
175 Chincoteague Road
Wallops Island, VA

LENGTH OF TOUR

~3 hours

DISCLAIMER

All Wallops Visitor Center programs, group tours, and activities are subject to changes or cancellations due to ongoing NASA and Wallops Flight Facility mission operations, exhibit installations, and Wallops Visitor Center staff availability.

(757) 824 - 1404

WFF-NASA-Visitor-Center@mail.nasa.gov

GROUP TOUR SAFETY STATEMENT

Tours of NASA's Wallops Flight Facility go behind the scenes and through active work areas. Although NASA applies stringent safety principles and techniques to protect the general public, workforce, and property for all areas of the Wallops Flight Facility, inadvertent circumstance hazards could occur.

By participating in group tours of NASA's Wallops Flight Facility through the Wallops Visitor Center, you do so with an understanding of potential risks.

GROUP TOUR ELIGIBILITY

- All tours of NASA's Wallops Flight Facility are free and only available to **educational, cultural, or civic groups, clubs, or organizations**. Individuals, families, and/or groups that do not meet the eligibility criteria are unable to join an organized group's scheduled tour. Instead, families and groups are invited to explore the NASA Wallops Flight Facility Visitor Center and do not need to make reservations.
- Tour groups **must** provide their own transportation in the form of a single vehicle that fits all tour participants and the Visitor Center Tour Guide.
- Tour groups are **not permitted to charge** their participants a fee to attend a tour of NASA's Wallops Flight Facility outside of the cost of transportation.
- Tours must have a minimum of **8** people with a maximum of **20** people all of whom are at least 12 years old or in the 6th grade. The maximum number of participants includes the group's vehicle driver. Select tour stops may have a higher maximum allowance; more specific details are available on page 7.
- Per NASA security protocols, the maximum number of Foreign Nationals per group is **6** people, and some Foreign National participants may have additional security guidelines to follow.
- Organizations are limited to a maximum of **4** group tours per calendar year.



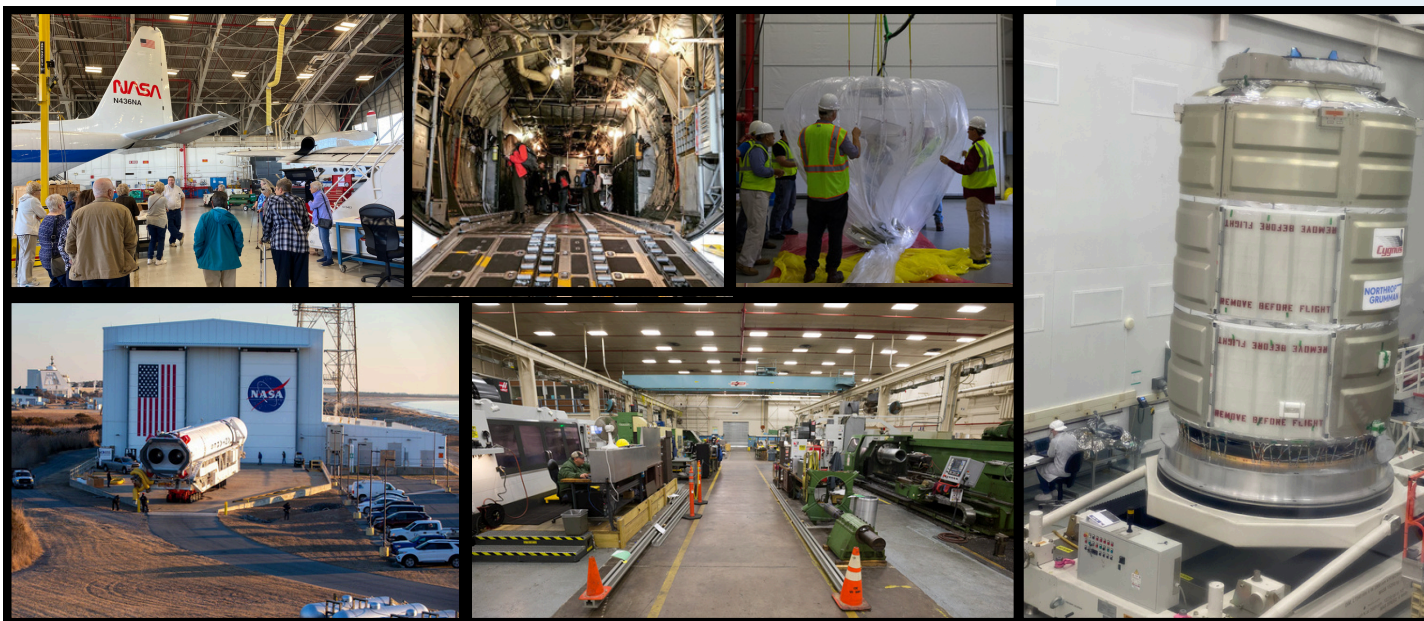
CONFIRMING YOUR TOUR

As the Wallops Visitor Center schedules your tour, you will be contacted periodically throughout the confirmation and scheduling process; it is vital that you monitor the provided email address in the tour request. The scheduling process may take a few weeks to be finalized, and all tours are subject to cancellation or changes, before or at the time of the tour, due to ongoing NASA and Wallops Flight Facility mission operations.

All tour groups are required to submit an attendance list containing the first and last names of ALL participants attending the tour, including the vehicle driver. Tour groups are encouraged to include names of backup participants in the event of absences. This attendance list with backup participants, if applicable, must be submitted no later than **7 days** prior to the tour and no changes can be made to this list after the 7-day mark. If the Wallops Visitor Center does not have a completed attendance list by the 7-day mark, the tour will be cancelled. No exceptions.

VISITORS WITH DISABILITIES

NASA's Wallops Flight Facility welcomes visitors with disabilities to participate in tours of the facility. Wallops Flight Facility, as a NASA Goddard Space Flight Center campus, will provide reasonable accommodations - such as sign language interpreters, CART reporting services, and designated sighted guides for tours - to individuals with disabilities. Please inform the Wallops Visitor Center at the time of booking of any accommodations needed for persons with disabilities or assistance with walking. Tours of NASA's Wallops Flight Facility go behind the scenes and through active work areas, which may include stairs or steps, uneven floor/ground spaces, loud noises, and active heavy machinery to name a few. The Wallops Visitor Center will notify the group's organizer of potential risks associated with the interested tour stop, if applicable.



PREPARING FOR YOUR TOUR & BEST PRACTICES

- Secure a single vehicle that fits all tour participants, including the driver and the Visitor Center Tour Guide. Since the Visitor Center Tour Guide will be informing the participants throughout the tour as well as directing the driver, please leave a seat in the front of the vehicle available.
- Your tour will promptly begin at the Wallops Visitor Center, located along Route 175, to meet the Visitor Center Tour Guide. You will not begin your tour at the Main Gate to the Facility.
- There are NO BATHROOMS on the tour. Please plan additional travel time (~30 minutes) to allow for a restroom break prior to the start of the tour, potential traffic, and other unexpected occurrences.
- Tour groups have strict requirements to follow at each tour stop and it is imperative that you stay within the controlled areas. Please follow the guidance of the Visitor Center Tour Guide as well as other NASA personnel at all times as tours of NASA's Wallops Flight Facility go behind the scenes and through active work areas.
- No food or drink is available for purchase at the Wallops Visitor Center. Groups may bring their own food to eat outside at uncovered picnic tables or in their provided group vehicle, as the Wallops Visitor Center does not have a designated eating space available indoors.
- Tour participants have the opportunity to explore the exhibitions displayed at the Wallops Visitor Center and visit the Wallops Exchange & Morale Association's gift shop, before or after the tour, time permitting. The gift shop accepts cash, card, and electronic payment.

SAFETY & SECURITY PROTOCOLS: Identification

NASA's Wallops Flight Facility is committed to protecting the safety and security of all employees and visitors to our facility. Prior to and during entry into the Facility, you will encounter NASA security procedures. Upon entry to Wallops Flight Facility, all participants aged 16 and older must bring a proper form of identification from the following list:

- Valid photo ID for all U.S. Citizens
- Current Green Card for all Lawful Permanent Residents
- Valid documents (VISA, ESTA Form, and Passport) for all approved Foreign Nationals

After picking up the Visitor Center Tour Guide, the group will be directed to the NASA badging office and security gate. All tour participants, including the vehicle driver, may be asked to show their forms of identification.



SAFETY & SECURITY PROTOCOLS: Clothing

To ensure the safety of all participants visiting active working areas, certain facilities have specific requirements. Please review the information below to ensure all tour participants adhere to the proper guidelines. If any of the participants do not follow the requirements for a facility included on their tour on the day of the visit, the tour stop will be canceled.

- Closed-toed shoes are required for all tour participants and legs must be covered to the knee, unless otherwise stated.
- Horizontal Integration Facility (HIF) - Legs must be covered to the ankles. All electronics must be left in the vehicle as they are prohibited in this building. This includes all cell phones, key fobs, and smartwatches. All tour participants must wear a fully-buttoned ESD Jacket (provided by the Facility, size range: S - 3XL) over their clothing.
- Sounding Rocket Launch Pad, Launch Pad 0A - Weather-appropriate clothing for outdoor conditions, including heat, cold, and wind.

CANCELLATION POLICY

- All tentative and confirmed tour schedules are subject to change or cancellation in advance, or at the last minute, due to ongoing NASA and Wallops Flight Facility mission operations and Wallops Visitor Center staff availability.
- The launch pad tour stops are subject to cancellation due to inclement weather. No tour stop will be added to the schedule in place of this stop.
- If the Wallops Visitor Center does not have a completed tour attendance list at least 1 week prior to the scheduled date of the tour, the tour will be canceled. No exceptions.
- The following actions may result in the immediate cancellation of all or part of the tour, and applies to all tour participants, including the vehicle driver:
 - Arriving 15 minutes after the scheduled start time.
 - Straying from the group while at any tour stop.
 - Taking photos in non-approved areas and/or bringing prohibited items into restricted areas.
 - Arriving for the tour without the required identification, clothing, and/or footwear.
 - Arriving with less than the minimum or more than the maximum number of tour participants, and/or arriving with participants younger than the minimum age requirement, and/or arriving with participants that are not on the submitted attendance list.

To knowingly give false information to the federal government is a felony. (18 U.S.C. § 1001)

TOUR INFORMATION

Tours of NASA's Wallops Flight Facility include an approximate 3-hour guided experience by the Visitor Center Tour Guide. Tour participants will enjoy a scenic drive around the Island Base, where the launch pads are located at Wallops Flight Facility, and one tour stop to speak with a subject matter expert. All tour stops are subject to changes and cancellations due to ongoing NASA mission operations and staff availability. Tour stops denoted with a star (*) indicate the ability to support groups of 8-35 people where 20+ people will be split into groups by the subject matter expert(s).

The following tour stops are tentatively available:

NASA's Wallops Flight Facility Island Base:

- Sounding Rocket Launch Pad
Speak with a NASA Sounding Rocket Expert while walking alongside the rocket's launch rail and learning about science missions from Wallops Island and around the world!
- Launch Pad 0A
Get a behind-the-scenes tour of the Mid-Atlantic Regional Spaceport's (MARS) Launch Pad 0A, where the Antares rocket launches from with the Cygnus spacecraft carrying cargo to the International Space Station.
- Horizontal Integration Facility (HIF)*
Tour the facility where the multistage Antares rockets are integrated before launch. Managed by Northrop Grumman, this facility highlights the latest in technological advances at NASA's Wallops Flight Facility.

NASA's Wallops Flight Facility Main Base:

- Range Control Center*
Discover the past, present, and future rocket launches at Wallops Island from the room where the rockets are controlled. Speak with a NASA subject matter expert and learn all that it takes for a rocket to launch.
- Sounding Rocket Fabrication and Testing Facility*
Visit the machine shop where the skins for the sounding rockets are built under the NASA Sounding Rocket Operations Contract (NSROC) and where the sounding rockets undergo rigorous testing prior to launch. NSROC is responsible for the fabrication of the sounding rockets launched at NASA's Wallops Flight Facility and throughout the world.

- NASA's Balloon Program Office

Scientific Balloons offer a cost-effective and efficient method for the collection of scientific data about the Earth and Space. Visit the laboratory that tests and develops new materials and technologies for scientific balloon research.

- Aircraft Hangar*

NASA's Wallops Flight Facility is home to a research airport that is used as the home base for numerous scientific studies as well as runway testing and pilot flight practice. Tour the aircraft hangar with a NASA pilot, learning about past and current scientific missions while also walking alongside NASA aircraft.

- H-100: Payload Processing Facility

Northrop Grumman's Antares rocket takes cargo to the International Space Station from a launch pad on Wallops Island. Tour where this cargo is loaded into the Cygnus Cargo Module before launch, and speak with a NASA subject matter expert overseeing this crucial operation.

Additionally, eligible groups may add-on one of these experiences to enhance their visit - allowing an extra 30-45 minutes to the group's tour. If interested in adding on a tour experience, please let us know when you request your visit.

Tour Experience Add-ons:

- Internship Presentation*

High school or university students will meet with our Wallops Education Coordinator to learn about the internship opportunities available at NASA's Wallops Flight Facility and other NASA centers as well as learn how to search and apply for open positions.

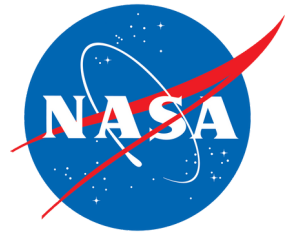
- Lunch on the Main Base

Experience eating lunch at the Launch Pad Cafe on the Wallops Flight Facility Main Base. Participants will order their lunches ahead of their tour date and eat in the cafeteria.



NASA Wallops Flight Facility Visitor Center

Building J-20 Wallops Island, VA 23337 757-824-1404
Complete & return to wff-nasa-visitor-center@mail.nasa.gov



Tour Attendance List

Group Name: Tour Date:

Group Contact Name:

Tour participant first & last names, required. Emails, optional.
Return complete attendance list at least 7 days prior to tour date, earlier if possible.
Changes cannot be made after 7 day mark due to security procedures.
Groups are encouraged to submit names of back-up participants in the event of absences.

First*	Last*	Email
DRIVER		
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Max 20, including driver