

(b)(3)

(b)(3)

The component sponsoring the event is responsible for ensuring that all necessary approvals have been granted.

(b)(3)

Once a Single Visit Waiver is obtained for all visitors, please Request a Tour Form **make a link**. The Museum will check to ensure that we have an available docent and make every effort to insure that no-conflicts exist during your scheduled tour. Following a confirmation from the CIA Museum you will also need to obtain approval from CIC and Security. If you need a copy of the memo for CIC and OS, please send a note to [redacted] and we will be more than happy to provide an exemplar to you. (Can we provide a sharepoint link to the memo or a doc link here instead?)

(b)(3)

(b)(3)

If not contacted in advance about a delay, it is Museum policy to wait no more than 15 minutes for a group to arrive. If the group is running late, we kindly request that you give your museum briefer a call before they leave to meet you. Please note that since the tour windows are approved [redacted] your visitors may not be able to go through the galleries if the delay exceeds the approved time or conflicts with another tour or event.

(b)(3)