



Moody Air Force Base Tour Request Form



I. Sponsoring organization:

Requester name: _____ Number of people: _____
 Telephone number: _____ Desired date of tour: Please contact Public Affairs for date
 Cell number: _____ Age range of group: _____
 E-mail address: _____ Arrival time: * _____ Departure time: _____

*If a group is more than 15 minutes late for their tour, it will be cancelled and will not be rescheduled.

II. Tour sites typically visited, but are not guaranteed due to unit availability include:

- | | | |
|--|---|---|
| <input type="checkbox"/> Dormitory | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Mission Brief |
| <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Pararescuemen | <input type="checkbox"/> Medical Clinic |
| <input type="checkbox"/> Military Working Dog demo | <input type="checkbox"/> Base Defense Group | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Aircraft weapons | <input type="checkbox"/> Civil Engineer /EOD | |
| <input type="checkbox"/> Officer Q&A | <input type="checkbox"/> Aircraft Maintenance | |
| <input type="checkbox"/> Enlisted Q&A | <input type="checkbox"/> Aircraft display | |

III. Where would you like to have lunch?

- | | |
|--|---|
| <input type="checkbox"/> Dining Facility (This is only for military affiliated groups and cash only – i.e. JROTC, CAP) | |
| <input type="checkbox"/> Moody Field Club | <input type="checkbox"/> Bowling Alley |
| <input type="checkbox"/> Mission Lake (bring sack lunch) | <input type="checkbox"/> Food Court at BX |
| <input type="checkbox"/> Bowling Alley | <input type="checkbox"/> No lunch requested |

IV. Will you be bringing your own transportation?

Yes. If yes, what type? _____
 No, request 44 passenger bus.

V. Miscellaneous

Give any other significant information such as special requirements, handicap needs, etc.

Please mail or e-mail to:

Mail: 23d WG/PA Community Engagement Section
 5090 Garnder Street, Suite 116
 Moody AFB, GA 31699
 E-mail: 23.WG/PA@us.af.mil

If you have any questions, please call the Public Affairs office at (229) 257-4146 or by DSN at 460-4146.

Base Tour Policy:

- Tours are conducted the 2nd and 4th Thursdays of each month and will begin no earlier than 9 a.m. and end no later than 3 p.m.
- Tour groups must be at least 15 individuals and no more than 40.
- Only one tour per organization/school, per year.
- Tours are limited to ages 14 years and over.
- Meal options:
 - Only ROTC, JROTC or military-affiliated groups can use the dining facility and requires a week's notice. Payment is cash only. (Moody's Dining Facility is undergoing renovations and will reopen in 2016.)
 - Meals can be purchased at one of the on-base vendors (Burger King, Anthony's Pizza or Taco Bell).
 - The Moody Field Club and The Spot (bowling alley) are open for lunch.

Requesting a Base Tour:

- Public Affairs must receive a complete tour request form no earlier than 90 days and no later than 30 days prior to the requested tour date.
- Requests are granted on a first come, first served basis.
- Tours will not be approved/coordinated until a completed tour request form is received.
- If Public Affairs hasn't confirmed receiving your request within a week of submission, please follow up by phone, (229) 257-3395 or by email, 23wg.pa@us.af.mil. Sending/receiving a request does not confirm your tour date.
- ROTC and JROTC in uniform are expected to conform to the Air Force dress and appearance standards including haircuts and hair styles.
- A list of all individuals (to include bus drivers and chaperones) attending the tour must be submitted no later than 10 days prior to the tour or the tour will be cancelled and will not be rescheduled.
- If a group is more than 15 minutes late for their tour, it will be cancelled and will not be rescheduled.
- **MOODY RESERVES THE RIGHT TO CANCEL CONFIRMED TOURS AT ANY TIME DUE TO MISSION REQUIREMENTS.**