



# Moody Air Force Base

## Media Engagement Request Form

23rd Wing Public Affairs / [23wg.publicaffairs@us.af.mil](mailto:23wg.publicaffairs@us.af.mil) / (229) 257-4146



**I. Organization:**

Requester name: \_\_\_\_\_ Quantity of press members: \_\_\_\_\_  
Office telephone: \_\_\_\_\_ Desired date of Visit: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ \*U.S. Citizen (Y/N): \_\_\_\_\_  
E-mail address(es): \_\_\_\_\_ Arrival/Depart time: \_\_\_\_\_  
Web Address: \_\_\_\_\_ Estimated Publish Date: \_\_\_\_\_

*\*If NOT a U.S. Citizen, contact PA by phone to provide additional information (Passport No., Nationality, etc.)*

**II. Purpose and Justification** (Please explain the intent for the engagement)

**III. Medium to be Published:**

Broadcast                      Print Article                      Photo                      Video

**IV. If requesting interviews, provide format, number of subjects, and the specific topic for the interview:**

Format:                      Off-Camera                      On-Camera                      No Interviews Requested  
# of interview subjects:  
Topics of interest:

**V. When and where will product be published? Please include approximate audience size for each platform.**

Website:                      Audience:  
Facebook:                      Audience:  
Instagram:                      Audience:  
X (Formerly Twitter):                      Audience:  
Other:                      Audience:  
Tags/Handles:

**VI. What equipment will be brought on the installation?**

**VII. Miscellaneous**

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

**Please mail or e-mail to:**

Mail: 23 WG/PA Media Operations  
5090 Gardner Street, Bldg 115, Suite 116  
Moody AFB, GA 31699

E-mail: [23wg.publicaffairs@us.af.mil](mailto:23wg.publicaffairs@us.af.mil)

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

Moody AFB Media Engagement Policy:

- Submitting this form does not guarantee fulfillment of request. The 23rd Wing Public Affairs Media Operations NCOIC will notify the applicable points of contact identified in this form of the status of their request. Mission requirements will always take precedence.
- All media will remain in contact with a 23rd Wing Public Affairs representative throughout their visit to Moody AFB and will always display their media badge (if provided).
- Media will not approach any person in uniform for an interview without a Public Affairs representative. Please allow us to ensure members are prepared, and comfortable to speak.
- Interviews with military members may be terminated by a Public Affairs representative at any time.
- All content is subject to review by 23rd Wing Public Affairs.
- Public Affairs will brief media on areas not cleared for the use of photography/videography.
- In the event of a mishap, media must evacuate and relocate to the designated Media Operations Center at 6015 Bemiss Road. This location will be the hub to receive the most up to date information as it becomes available. PA will conduct 100% accountability at this location to ensure all members evacuated safely. There is no obligation to remain at this location.
- Media must maintain positive control of equipment throughout the duration of the visit.
- Failure to follow these rules will result in immediate revocation of media badges and media will be escorted off the premises and not allowed reentry.

Process:

- All media requesting access to the base must be cleared through the Visitor Control Center via an Entry Access Letter. Members will be asked to provide full name, SSN, date of birth, driver's license number/state, and citizenship status.
- Security Forces will conduct a background check on all individuals requiring access to the installation.
- If not a U.S. citizen, extra steps may be required prior to visit approval.
- Quantity of press members and equipment load will determine if Public Affairs needs to reserve a bus or van. Please ensure PA is aware of equipment needs well in advance.

*PRIVACY ACT STATEMENT*

· *AUTHORITY: Title 10 United States Code 8013, Secretary of the Air Force and AFI 35-105.*

· *PURPOSE: The contact information requested from each individual will be used to facilitate the coordination of their request and to ensure positive contact can be maintained throughout the execution of their event.*

· *ROUTINE USES: A record from a system of records maintained by a Component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.*

· *DISCLOSURE: Mandatory. Failure to provide contact information will result in request not being accommodated.*