



Moody Air Force Base Personnel Request Form



I. Sponsoring organization: _____
 Requester name: _____
 Telephone number: _____
 E-mail address: _____

II. Event Name: _____
 Date: _____ Event will begin at: _____ Event will end at: _____
 Place (name, address & city) _____

*If location is outside the local area, please attach online map with a starting location of Moody AFB, 31699.

III. Speech:
 Subject desired: _____ Time allowed: _____
 Will there be a question & answer period after speech? _____
 Are props desired? _____

IV. Speaker:
 Rank or duty description desired: _____
 Suggested dress: (formal or casual) _____
 Can the speaker bring his or her spouse/family? _____

V. Details of the program:
 Other speakers: (List in order of appearance; include speech subject and speech length) _____

Event agenda: _____
 Will there be a meal? _____ If yes, will the speaker (and spouse) have to pay? _____

VI. Audience:
 Estimated size: _____
 Composition of audience: (businessmen, teachers, general public, etc.) _____

VII. Publicity:
 Will the event be open to the news media? _____ If so, are news media expected to attend? _____
 Will the speech be broadcast? _____
 Will the speech be taped, filmed or otherwise recorded? _____

VIII. Equipment:
 Will sponsoring organization provide screen, projector, television set, and/or video cassette recorder, if required?

IX. Miscellaneous
 Give any other significant information which may be helpful in the selection of an appropriate personnel. If more space is needed, use a continuation sheet.

Policy:

- Any organization, group or individual can request an Air Force speaker. This includes community groups, business organizations, industry associations, as well as schools of all levels.
- We are restricted from participating in fundraising events and political activities.
- Once we provide a speaker, all outstanding arrangements must be made between the organization and the guest speaker.
- If the speaker must cancel, the organization is responsible for contacting Moody Public Affairs to re-submit a request.

Requesting a speaker for an event:

- Public Affairs must receive a complete speaker request form at least two to four weeks prior to the requested event.
- Speaker requests will not be approved/coordinated until a completed speaker request form is received.
- If Public Affairs hasn't confirmed receiving your request within a week of submission, please follow up by phone, (229) 257-4146, or by email, 23wg.pa@us.af.mil.
- Sending/receiving a request does not confirm a speaker to your event.
- **MOODY RESERVES THE RIGHT TO CANCEL A SCHEDULED SPEAKER AT ANY TIME DUE TO MISSION REQUIREMENTS.**

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.