



# Moody Air Force Base Tour Request Form



**I. Sponsoring organization:**

Requester name: \_\_\_\_\_ Number of people: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_ Desired date of tour: \_\_\_\_\_ CONTACT PA 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        | Other: _____                           |
| <input type="checkbox"/> Military Working Dog demo | <input type="checkbox"/> Base Defense Group   |  |
| <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?**

- Dining Facility (This is only for military affiliated groups and cash only – i.e. JROTC, CAP)  
Moody Field Club No lunch requested  
Mission Lake (bring sack lunch)  
Bowling Alley

**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.

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**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 can be conducted on the 2nd and 4th Thursdays of the 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 35.
- Only one tour per organization/school, per year.
- Tours are limited to ages 14 years and over.
- **MOODY RESERVES THE RIGHT TO CANCEL CONFIRMED TOURS AT ANY TIME DUE TO MISSION REQUIREMENTS.**

#### 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.
- Tours will not be approved/coordinated until the aforementioned request form is submitted.
- Tour requests will be filled on a first come, first serve basis.
- If a representative from the Public Affairs office has not confirmed receipt of your request within a week please follow up by phone, 229-257-4146 or by email, 23wg.pa@us.af.mil.
- Sending/receiving a request does not confirm your requested tour date.
- Information that is requested by the Public Affairs office must be returned no later than two weeks prior to the confirmed tour date to ensure proper coordination. Failure to meet this deadline will result in tour cancellation.
- ROTC and JROTC in uniform are expected to conform to the Air Force dress and appearance standards including haircuts and hair styles.
- If a group is more than 15 minutes late for their tour, it will be canceled and will not be rescheduled.
- **MOODY RESERVES THE RIGHT TO CANCEL CONFIRMED TOURS 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.