



DOBBINS AIR RESERVE BASE

94TH AIRLIFT WING PUBLIC AFFAIRS TOUR REQUEST FORM

I. REQUESTING ORGANIZATION

Requester Name: _____

Telephone Number: _____

Email Address: _____

II. TOUR INFORMATION

Organization Name: _____

Number of People (max. 40): _____

Desired Date: _____ Backup Date: _____ Backup Date: _____

Age Range of Group: _____

Full Day (9 a.m. – 3 p.m.)

Half Day (8:30-11:30 a.m. or 12:30-3:30 p.m.)

III. REQUESTED TOUR SITES (not guaranteed due to unit availability):

Mission Brief

Civil Engineer/EOD/TCC

Aerial Port/TPS

C-130 Static Display

Security Forces

Fitness Center

Aircrew Briefers

Airfield Operations

Officer Q&A

Maintenance Briefers

Flight Simulator

Enlisted Q&A

Fire Department

Force Support/Silver Flag

Other:

IV. LUNCH (full-day tours only)

Dining Facility

AAFES Food Court

Lakeside Lounge (bring sack lunch)

No lunch requested

V. MISCELLANEOUS

Please provide any other special interests or requests that we should know about.

Please complete form and email to 94aw.pav3@us.af.mil

If you have any questions, please call the 94th Airlift Wing Public Affairs office at 678-655-5055 or DSN 655-5055.

Submitting this request constitutes that you have read, understand, and agree to the following:

1. Public Affairs must receive a complete tour request form no later than 30 days prior to the requested tour date. Due to the high volume of tour requests, we recommend submitting this form a minimum of 3-6 months in advance.
 - Tours will be conducted on the 3rd Friday of the month unless otherwise coordinated.
 - Tours will not take place on Saturdays, Sundays, Federal Holidays or Family Days.
 - Tours will begin no earlier than 8:30 a.m. and end no later than 3:30 p.m.
 - Tour groups must consist of at least 10 individuals and no more than 40.
 - Tours are limited to one tour per organization/school, per year.
 - Tours are limited to ages 14 years and over unless otherwise coordinated.
 - Tours are subject to last-minute cancellation due to mission requirements with little or no notice. A backup plan is highly recommended in the event the visit is postponed or canceled due to mission requirements.
 - If a group arrives more than 15 minutes late for their tour, it will be canceled and will not be rescheduled.
2. Tours will not be approved/coordinated until the aforementioned request form is submitted and approved by 94th Airlift Wing leadership.
3. Tour requests will be filled on a first-come, first-served basis.
4. Sending a request does not confirm your visit request or your requested date.
5. 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 and access to the installation. Failure to meet this deadline will result in tour cancellation.
6. Requesters are responsible for each person in the group. Requesters will submit each guest's personal information no less than 14 days in advance for U.S. citizens and 21 days in advance for foreign nationals, required for installation access.
7. Requesters / guests assume full financial responsibility for meals and other expenses during the tour.
8. Guests must wear closed-toed shoes; high heels are not allowed.
9. Guests will not photograph / video the installation without the explicit approval of the Public Affairs or DOD representative escorting the group.
10. Guests will be escorted at all times while on the installation by an authorized member.
11. Smoking, vaping, illegal drugs, firearms, and the possession and/or consumption of alcoholic beverages, are all prohibited while on the installation.

NOTE: THE 94TH AIRLIFT WING 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.