



New Jersey Air National Guard

108th Wing

3327 Charles Blvd, Joint Base McGuire-Dix-Lakehurst, NJ 08641
108.WG.Public.Affairs.Org@us.af.mil
Phone: 609-754-4173



A Flight Health Statement must be submitted along with this Request Form.

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| Request Form: | |
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|---|---------------------------------|
| Organization Name: | |
| Type of Organization (school, JROTC, etc.): | |
| Month Requested (mmm/yy): | Alternate Month (mmm/yy): |
| Group Size (min 20 – max 40): | Group Average Age (min age 13): |
| Special Accommodations Needed (ramp, seatbelt extenders): | |

Organization Contact Information

| | |
|----------|------------------|
| Address: | Phone: |
| Email: | Alternate Phone: |

Point of Contact Information

| | | |
|--------|--------|------------------|
| Title: | Name: | Address: |
| Email: | Phone: | Alternate Phone: |

Alternate Point of Contact Information

| | | |
|--------|--------|------------------|
| Title: | Name: | Address: |
| Email: | Phone: | Alternate Phone: |

Nominee Information for Civic or Orientation Flight Request

| | | |
|---|--------------------------|---|
| Name: | Phone: | Email: |
| Position / Title: | | Organization / Company: |
| Home Address: | | Business Address: |
| Has nominee previously participated in either an orientation or civic flight? | YES NO | Nominee is affiliated with the following civic organizations: |
| Date of Birth: | Driver’s License Number: | YES NO |
| | Box Lunch: | |

Note: All tour/orientation/civic flight participants are subject to background checks. In addition, all tours/orientation/civic flights are subject to change or cancellation depending on mission requirements.

IMPORTANT INFORMATION REGARDING BASE TOURS / ORIENTATION / CIVIC FLIGHTS

- Request forms must be submitted no later than 30 days prior to requested event. Requests outside of this time frame will not be accepted.
- All requests are processed on a first-come, first-serve basis.
- No additions to the participant list will be permitted within 72 hours of the event.
- Organizations or individuals must provide their own transportation to Joint Base McGuire-Dix-Lakehurst.
- **Orientation Flights:** Only military or military-related organizations, e.g., ROTC, JROTC, CAP, or other organizations approved under Department of Defense Public Affairs travel regulations are permitted for this event.
- **Orientation/Civic Flights:** Every participant must complete and sign a **Release of Liability Form** and present it to 108th Wing Public Affairs Office on the day of the event. Anyone not in possession of this completed form will not be permitted access to the aircraft.
- **Orientation/Civic Flights:** A fully completed **Passenger Manifest** must be submitted to the 108th Wing Public Affairs Office no later than 10 days prior to the date of the flight. Incomplete passenger information will result in participants being denied access to aircraft.
- **Base Tours:** Groups must arrive in commercially-owned buses or vans. Privately owned vehicles are not permitted. In addition, group must provide transport company name, names and driver’s license number or DOB, and state of residence for all individuals over 18 years of age, no later than five (5) business days prior to the date of the base tour.
- Mission requirements, safety concerns or inclement weather may cause short or no-notice delays, rescheduling, postponements or cancellations of event. Late arrivals or day-of-flight passenger list deviations may result in flight cancellations.
- Exact departure and return times may be unavailable until the day of the flight.