



Joint Base McGuire-Dix-Lakehurst Orientation Flight Request



2901 Falcon Ln., Ste. 235, Joint Base MDL, N.J., 08641, Phone (609) 754-2104, Fax (609) 754-6999, www.jointbasemdl.af.mil

Organization Name:

Type of Organization (school, JROTC, veterans group, community group):

Date Requested (mm/dd/yyyy):

Alternate Date (mm/dd/yyyy):

Group Size (min 20 – max 40):

Group Average Age (min age 13):

Special Accommodations (ramp, seatbelt extenders):

Organization Contact Information:

Address:

Phone:

E-mail:

Alternate Phone:

Point of Contact:

Title:

Name:

Address:

Phone:

Alternate Phone:

E-mail:

Alternate Point of Contact:

Title:

Name:

Address:

Phone:

Alternate Phone:

E-mail:

Please include any additional information here:

Note: All orientation flight participants are subject to background checks. All orientation flights are subject to change or cancelation depending on mission requirements.

IMPORTANT INFORMATION REGARDING ORIENTATION FLIGHTS:

- ⤴ Orientation flights are conducted March through November on Fridays only. Requests outside of this time frame may not be accommodated.
- ⤴ Request forms must be submitted no later than thirty (30) days prior to requested flight date.
- ⤴ 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 on orientation flights.
- ⤴ All groups must provide their own transportation to Joint Base McGuire-Dix-Lakehurst.
- ⤴ Every participant must complete and sign a Release of Liability Form and present it to Passenger Terminal personnel on the day of the flight.
- ⤴ Anyone not in possession of this completed form will not be permitted access to aircraft.
- ⤴ A fully completed Passenger Manifest must be submitted to the JB MDL Public Affairs Office no later than ten (10) days prior to the date of the flight. Incomplete passenger information will result in participants being denied access to the aircraft.
- ⤴ All participants must present government-issued photo identification prior to the flight.
- ⤴ No additions to the passenger manifest are permitted within 72 hours of the event.
- ⤴ Requesting organization is responsible for any financial obligations incurred by such requests.
- ⤴ Mission requirements, safety concerns or inclement weather may cause short- or no-notice delays, rescheduling, postponements or cancellations of flight. Late arrivals or day-of-flight passenger list deviations may result in flight cancellation.
- ⤴ Exact departure and return times may be unavailable until the day of the flight.
- ⤴ Groups should expect to arrive at the JB MDL Passenger Terminal no later than 6 a.m. on the day of the flight and allow a minimum of six (6) hours for the event.
- ⤴ Please initial in the box to the right to indicate your understanding of, and agreement with the above conditions.

Please submit this request, along with any other supporting documents via e-mail by clicking on the "Submit via Email" button at the bottom of the page. Requestors may also fax the request form to (609) 754-6999, or drop off at the JB MDL PA office. Upon review of request, PA will contact requestor to coordinate support.

JB MDL Official Website: www.jointbasemdl.af.mil

Facebook: www.facebook.com/jbmdl

Twitter: www.twitter.com/jointbasemdl

Flickr: www.flickr.com/jointbasemdl