



# Fact Sheet

## 305TH AIR MOBILITY WING (AMC)

**U.S. AIR FORCE**

OFFICE OF PUBLIC AFFAIRS,  
2901 FALCON LANE, MCGUIRE AIR FORCE BASE, NEW JERSEY 08641

---

## Speaker's Bureau program

The public affairs office maintains a list of qualified military and civilian speakers with various backgrounds, career fields and experience. To request a speaker for your community event, submit a letter of request containing the following information:

- Date/time/location of event
- Type of event
- Name/description of requesting organization
- Audience size/age/education
- Time allotted for speaker
- Topic
- Dress requirement

Send letter to: 305th AMW/PAC, 2901 Falcon Lane, McGuire AFB, NJ 08641. Fax (609) 754-6999.

## Honor Guard support

Quite often the public affairs office is called upon to support a variety of parades, holiday, sporting and community events with Honor Guard presentations. To request McGuire Elite Honor Guard support for an event, submit a letter of request containing the following information:

- Type of event
- Point of contact for the event (Include name/position/phone/fax/e-mail)
- Location (Specific address)
- Day/time (Include the length of the event)
- Will there be rehearsals for the event? (Include when/where)

Send letter to: 305th AMW/PAC, 2901 Falcon Lane, McGuire AFB, NJ 08641. Fax (609) 754-6999.

# Flyover/static aircraft requests

The community relations section quite often receives requests to support a variety of air shows and community events with flyovers and static displays. To make such a request, ensure you have the following information and submit a letter of request to our office:

- Is the event DoD approved?
  - You must submit a DD Form 2535 to get DoD approval.
  - Visit <http://www.airshows.pa.hq.af.mil/> for procedures and to download the form.
  - The public affairs staff cannot complete a DD Form 2535 Form for the requester.
  - If you are unsure about the status of a submitted Form 2535, visit the above website under “eligible events.”
- Type of support
- Point of contact for the event (name/position/phone/fax/e-mail)
- Title of event
- Location of event (Specific address)
- If the event is a static/air show request, what size is the runway?
  - C-141s cannot land on anything smaller than 6000 x 98ft
  - KC-10s cannot land on anything smaller than 7000 x 150ft
  - KC-135s cannot land on anything smaller than 7000 x 100ft
- Day/time of event
- Estimated attendance
- Will there be rehearsals for the event? (If so, include when/where)

Requesters should keep in mind that flyovers are always subject to cancellation for inclement weather or operational requirements.

Send letter of request to: 305th AMW/PAC, 2901 Falcon Lane, McGuire AFB, NJ 08641. Fax: (609) 754-6999.