



DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAFE)

MEMORANDUM FOR 39 FSS/CC

FROM: 39 XXX/CC

SUBJECT: Free Issue of Equipment from Outdoor Recreation for Official Wing Functions

- 1. The 39 XXX Squadron requests the equipment listed below in support of an official function also detailed below.

# of Tables (6 max) \_\_\_\_\_

# of Chairs (25 max) \_\_\_\_\_

Other Requests: \_\_\_\_\_

Function: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

2. I certify that this is an official function directly related to the wing’s mission. My unit will be responsible for the pick up, transportation, and return of all items issued. I understand that a cleaning fee will be charged if the equipment is not brought back clean and dry. I also understand that approval of this request is subject to availability.

3. My POC will be XXXXXXXXXX who can be reached at xXXXX.

CC Sig Block

1<sup>st</sup> Ind, 39 FSS/FSC

Memorandum For 39 FSS/FSCO

Approved/Disapproved

MARY LEA WALL, DAF  
Chief, Community Services Flight  
39 Force Support Squadron