



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 49TH WING (AETC)
HOLLOMAN AIR FORCE BASE, NEW MEXICO**

15 November 2023

MEMORANDUM FOR UNIT-SPONSORED FUNCTION ORGANIZER

FROM: 49 FSS/CC

SUBJECT: Free Issue for Unit Functions

1. The following items selected below are being requested in support of a unit-sponsored function (please list function):

Sports Kit (1 Set)

QUANTITY REQUESTED:

Additional Sports Balls (1 of Each)

QUANTITY REQUESTED:

Horseshoes Set (1 Set)

QUANTITY REQUESTED:

Cornhole Set (1 Set)

QUANTITY REQUESTED:

Croquet Set (1 Set)

QUANTITY REQUESTED:

Tug of War Rope (1 Each)

QUANTITY REQUESTED:

Cooler (5 Each)

QUANTITY REQUESTED:

Large Charcoal or Propane Grill (1 Each)

QUANTITY REQUESTED:

Chairs (240 Count)

QUANTITY REQUESTED:

Tables (40 Count)

QUANTITY REQUESTED:

2. The following apply to use of free issue equipment:

a. The free issue equipment is loaned out for one day only and must be returned in accordance with regular rental return timelines.

b. Outdoor Recreation personnel will not be expected to load or unload equipment.

(1) The requesting unit is responsible for coordinating vehicles to transport. FSS vehicles cannot be used and items are not delivered.

(2) If a unit, or one of their volunteers, has a vehicle capable of towing, a trailer can be reserved at the regular rental rate.

(3) Note: There is a volunteer requirement regarding free issue equipment use. Please coordinate an appropriate number of volunteers for item pick-up/drop-off. An ODR Staff member will assist in identifying items that have been reserved and will ensure volunteers only take what was reserved. Collecting the items, loading/unloading, and cleaning upon return (if necessary) is the responsibility of the volunteers.

c. Equipment not returned on time will be subject to regular fees and/or late charges.

d. Damages and/or loss of equipment will be subject to regular fees and/or late charges.

e. Each squadron is authorized use of the picnic kit for four times per calendar year (once per quarter).

(1) Official functions (defined as Commander's Calls and Retirement Ceremonies) are authorized use without counting against the quarterly allotment.

(2) Quarterly allotments do not "roll over" (e.g., if no usage in Qtr 1, there is still only one usage allotted for each subsequent quarter).

f. Check out of some, or all, of the authorized items constitutes usage.

g. Please use the attached Squadron Picnic Kits memorandum, signed by your squadron commander or delegated signatory, to request use of the picnic kit.

3. If you have any questions, please call our Outdoor Recreation Staff at 572-5369.

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MARTIN.PHILLIP.CHAD.1296619945
Date: 2023.11.15 16:00:36 -0700

PHILLIP C. MARTIN, Lt Col, USAF
Commander, 49th Force Support Squadron

Attachment:
Squadron Picnic Kits memorandum, 07 April 2023