



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 49TH WING (AETC)**



HOLLOMAN AIR FORCE BASE, NEW MEXICO

21 Jun 2022

MEMORANDUM FOR 49 FSS COMMUNITY GARDEN PATRONS

FROM: 49 FSS/CC

SUBJECT: COMMUNITY GARDEN USE POLICY

1. This memorandum outlines the Force Support Policy for usage of the installation community garden.
2. The following rules will apply:
 - a. Use of the community garden is open to all authorized users assigned to Holloman AFB, and will be managed by Outdoor Recreation (ODR).
 - i. If demand is greater than available plots, priority will be given IAW AFI 34-101, Table A2.1.
 - ii. Plots will be issued on a first-come, first-served basis initially. If customer with higher priority bumps a current patron, plot re-assignment will take place at the end of the current season.
 - b. Plot use begins 1 Mar and ends 30 Nov. Garden Plot assignments will begin 1 Feb for those individuals who wish to maintain the same plot they had the previous year. Plots must be confirmed NLT 14 Feb; thereafter the plots will be made available to authorized users on a first-come, first-served basis.

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- i. User payment is required at the time of reservation.
 - c. Individuals requesting garden plots will sign a User Agreement Form at ODR.
 - d. Individuals will have their plots cleared of personal items, equipment and debris prior to 30 Nov. A cleaning fee of \$50 will be assessed if this is not accomplished.
 - i. Sign off that plot has been cleared will be accomplished by an ODR staff member.
 - e. The Community Garden is located adjacent to the Outdoor Pool at the corner of W 6th St and W Idaho Ave.
3. If you have questions of concerns please contact the Outdoor Recreation at 572-5369.

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