DEPARTMENT OF THE AIR FORCE

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

09 November 2023

MEMORANDUM FOR UNIT-SPONSORED FUNCTION ORGANIZER FROM: Click or tap here to enter text.

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):Click or tap here to enter text.

[ ] Sports Kit (1 Set)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Additional Sports Balls (1 of ea)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Horseshoes Set (1 Set)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Cornhole Set (1 Set)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Croquet Set (1 Set)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Tug of War Rope (1 ea)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Cooler (5 ea)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Large Charcoal or Propane Grill (1 ea)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Chairs (240 ct)

QUANTITY REQUESTED: Click or tap here to enter text.

[ ] Tables (40 ct)

QUANTITY REQUESTED: Click or tap here to enter text.

1. It is understood that the following applies to our use of free issue equipment:
	1. The free issue equipment is loaned out for one day only and must be returned in accordance with regular rental return timelines.
	2. 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.
	3. Equipment not returned on time will be subject to regular fees and/or late charge.
	4. Damages and/or loss of equipment will be subject to regular fees and/or late charges.
	5. Each Squadron is authorized use of the picnic kit four times per calendar year (once a quarter).
		1. Official functions are defined as Commander's Calls and Retirement Ceremonies and are authorized are authorized use without counting against the quarterly allotment. The event we are requesting equipment for Choose an item.an official function. If the event is an official function, please identify which: Choose an item.
		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.)
2. Check out of all, or some, of the authorized items constitutes usage.
3. Please use the attached Squadron Picnic Kits memorandum, signed by the squadron commander or delegated signatory, to request use of the picnic kit.
4. If you have any questions or concerns, please contact our event POC, at Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Choose an item.

Click or tap here to enter text. Click or tap here to enter text.

Attachment:

Squadron Picnic Kits Memorandum, 07 April 2023