



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
JOINT BASE CHARLESTON SC

(date)

MEMORANDUM FOR 628 FSS/FSVS

FROM: 628 FSS/FSVS

SUBJECT: Unit Sports Representative (USR)

1. The following individuals are appointed as Sports Representative for XXX Unit Name:

Role	Name	Rank	Duty Phone	Cell Phone
Primary	Last, First	Rank	963-XXXX	(XXX)-XXX-XXXX
Alternate	Last, First	Rank	963-XXXX	(XXX)-XXX-XXXX
Alternate	Last, First	Rank	963-XXXX	(XXX)-XXX-XXXX

2. Unit Sports Representatives responsibilities include disseminating all sport related information to respective squadron personnel as a representative for FSS Sports and Fitness programs.

3. Members will be responsible for attending or sending a representative from the squadron to the quarterly Sports Advisory Council meetings to learn about upcoming sports and events.

4. Members will solicit and confirm coaches for teams participating in intramural sporting events. The USR can also serve in coaching roles, if interested.

5. If you have any questions of concerns, please reach out to SSgt Jawan Dial at [jawan.dial@us.af.mil](mailto:jawan.dial@us.af.mil) or

843-963-3952.

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NAME, RANK, USAF  
First Sergeant