MEMORANDUM FOR 8 FSS/FSR Date

FROM: (Name of Organization)

SUBJECT: Request for Non-appropriated Unit Funds

1. Request Morale Welfare and Recreation funds be approved for an organizational function to be held by the (Requesting organization).
2. Current military /civilian strength \_\_\_\_\_\_\_.
3. Description of function, i.e. Picnic, party, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Date and location of function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Estimated cost of food and beverage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Our project officer for this function is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone number\_\_\_\_\_\_\_\_\_.

3. Name of Commander and/or First Sergeant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Commander

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 1st Sergeant

(Signature of Organization Commander)

1st IND 8 FSS/FSR

MEMORANDUM FOR (Name of Organization)

Recommend Approval/Disapproval

The above organizational function is approved for funding in the amount of $\_\_\_\_\_\_\_\_\_\_\_.

The current military/US Civ strength are \_\_\_\_ personnel.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DENNIS ESSELMAN, GS-11

Chief, Resource Management