

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 6 FSS/FSWO

**Certified by: 6 FSS/CC
(Lt Col Erin Holland)
Pages: 5 Distribution**

This OI establishes procedures for all facets of the Outdoor Recreation Free Issue Program. This applies to all authorized users of the Outdoor Recreation programs. This OI implements AFPD 34-1, Morale, Welfare, Recreation, and Services Programs, DAFI 34-110, Air Force Outdoor Recreation Program, DAFI 34-101, Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility, and AFMAN 34-201, Use of Nonappropriated Funds.

OUTDOOR RECREATION PROGRAM (FREE ISSUE)

1. GENERAL:

- 1.1. Free issue equipment is available for loan to units and other installation agencies (see eligibility) for resiliency and readiness activities once during a calendar year.
- 1.2. Free issue equipment is purchased, tracked, and disposed of through APF channels.

2. ELIGIBILITY:

- 2.1. 6 ARW Squadrons, USCENTCOM/USSOCOM Directorate Units and Mission Partners.
- 2.2. Private organizations are not authorized use of the free issue equipment, and the standard fee will be charged for rental equipment.

3. FREE ISSUE ITEMS:

- 3.1. Per DAFI 34-101, section 19.26.1.2., free issue or “loan” items include:

<u>Item</u>	<u>Maximum No. Available Per Request</u>
Bicycle (lock and helmet)	4 each
BBQ Grill (charcoal or propane)	1 each
Canoe (vests and paddles)	2 each
Canoe Trailer (1-4 slots)	1 each
Fishing Pole	2 each
Ice Chest (54 quart)	4 each
Sleeping Bag	4 each
Tent (4 person or 6 person)	1 each

Sports Kit softball (see item 3.4)	1 each
Sports Kit volleyball (set see item 3.4)	1 each
Sports Kit variety (see item 3.4)	1 each
Water Jug (10 gallon)	3 each

3.2. Free issue items must be used to support organization functions which are intended to provide morale and recreation to all squadron/organization members.

3.3. Items cannot be used in support of fundraisers, or to generate funds for the organization.

3.4. Sport Kits:

a. Variety – Includes a badminton set, horseshoe set, Frisbee, softballs, bats, croquet set, football, soccer ball and volleyball.

b. Softball – Includes 9 gloves, 1 catcher’s mask, catcher’s glove, 5 softballs, 3 bats and 4 bases.

c. Volleyball – Includes 2 volleyballs, poles, net, and area ropes.

3.5. BBQ Grills are towable and require a vehicle with a 2” ball hitch and light hook-up.

4. RESERVATION GUIDANCE:

4.1. Personnel can reserve items by submitting a completed ODR Equipment Loan Request Letter (E-LRL), signed by their Commander, First Sergeant, or branch equivalent and submitted to the ODR Operations Manager or Director for approval.

4.2. The ODR Equipment LRL will include point of contact information, due date(s), check-out requirements, cancellation guidance and equipment care.

4.3. Reservations for free issue items can be made up to 60 days (two calendar months) in advance.

4.4. Reservations for non-free issue items can be reserved with a 1-day rental fee as a deposit at the time of the reservation. These items must be identified on the LRL.

4.5. Free issue items are for 1 DAY ONLY; normal rental fees will be applied for additional time requested/required by POC. Units will be charged for items not returned on due date.

4.6. Items are to be transported to and from the activity by the requestor; any requests for transportation and set-up labor are considered additional fees and will be charged.

ERIN HOLLAND, Lt Col, USAF
Commander, 6th Force Support Squadron



DEPARTMENT OF THE AIR FORCE
6TH AIR REFUELING WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA

MEMORANDUM FOR OUTDOOR RECREATION

FROM:

SUBJECT: Outdoor Recreation (ODR) Equipment Loan Request Letter (LRL)

References: *AFMAN 34-201, Use of Nonappropriated Funds, DAFI 34-101, MWR Programs and Use Eligibility, and OI 34-110-10, Outdoor Recreation Free Issue Program*

1. requests the use of free issue items to support our upcoming event occurring on (date): at (time):

2. The following free items (and quantities) are requested/identified below: *(Number of items needed are annotated in the box. The maximum number of items per event is identified after the item. Free issue items are available on a first-come, first-served basis).*

Bicycle with helmet & lock (4)	Sleeping Bag (Any Size)
BBQ Grill – charcoal or propane (1)	Tent (4-6 person) (1)
Canoe (2)	Softball Sports Kit (1)
Canoe Trailer (1)	Volleyball Sports Kit (1)
Fishing Pole (2)	Variety Sports Kit (1)
Ice Chest – any size (4)	Water Jug – 10 gallon (3)

3. We understand any requests for transportation/labor associated with free-issue reservations are considered additional fees and will be charged.

Items will be picked up by POC on the date of the event; no transportation needed.

We request items identified below be transported to the following location *(please identify address and description of set-up for borrowed items; be specific as possible):*

We also request a pre-visit with the Maintenance Supervisor to work out placement and delivery times of any canopies, stages, or bleachers. Our requested date, time and location for this appointment is:

CHARGE THE STORM...LET'S GO!

4. Reservations for additional items (non-free items, additional equipment surpassing free-issue cap) are requested here (note – a deposit may be required for non-free items at the time of reservation). Please choose one of the two options below:

No additional items requested.

We would like to reserve the following items, with the understanding that payment may be required at the time of the reservation to hold certain item(s). The items and number requested is identified below.

5. We understand that free issue items are for 1 day only; normal rental fees will be applied for any additional time requested/required and that we will be charged for items not returned on the due date.

6. We understand free issue items cannot be used in support of fundraisers, or to generate funds.

7. We understand there is a \$100 cleaning deposit required for bounce house cleaning (if applicable).

8. We understand that we will return items in like condition and any damages will be reported at time of return.

9. The following individual(s) are my point of contact(s) for this request if you need further information.

Name:

Phone Number (cell preferred):

Email Address:

Commander, or First Sergeant