



FOR OFFICIAL USE ONLY

DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

(Date)

MEMORANDUM FOR 374 FSS/FSWO

FROM: (Requesting unit office symbol)

SUBJECT: Unit Picnic Kit Request

1. Request the following items be issued free of charge in support of our units organization picnic on (date). We understand that Private Organizations do not qualify for free issue items as stated in AFI 34-110, para 3.15.8. Utilization of this equipment is for a spirit de corps function and will not be utilized for fundraising activities.

2. Our organization requests the following items: (include only those items requested)

Table with 2 columns: Items, Requested Quantity. Rows include Basketball, Football, Soccer ball, Kick/Dodge ball, Softball Kit, Volleyball Set, Cornhole Set, Horseshoe Set, Folding Chairs, Folding Tables, Ice Chest, and Water Jugs.

3. Our organizational point of contact is:

Table with 2 columns: Name/Rank, Duty Phone. Row 2: Email Address.

(Unit commander/director signature block)

Equipment is available and can be provided for the requested date.

MATTHEW D. BEEBE, NAF-III, DAF
Assistant Manager, Outdoor Recreation
374th Force Support Squadron