



“FOR OFFICIAL USE ONLY”
DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM FOR 374 FSS/FSR

Date

FROM: (Name of Organization)

SUBJECT: Request for Non-appropriated Fund Support for Organizational Function

1. Request FSS funds be approved for an organizational function to be held by the (Requesting organization).

- a. Current military strength as of _____, # of military personnel/US Civ _____.
(Date) (Strength)
- b. Description of function, ie. Picnic, party, etc. _____.
- c. Date and location of function: _____.
- d. Estimated cost of food and beverage: _____.
- e. Other expenses (Specify) : _____.

2. Our project officer for this function is: _____, phone number _____.

3. Name of Commander and First Sergeant: _____, Commander
_____, 1st Sergeant

(Signature of Organization Commander)

1st IND 374 FSS/FSR

MEMORANDUM FOR (Name of Organization)

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

The current military/US Civ strength is ____ personnel.

DAVID JOHNS, NF-IV
Acting Chief, Resource Management Flight