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).
2. Current military strength as of \_\_\_\_\_\_\_\_\_\_\_\_, # of military personnel/US Civ \_\_\_\_\_\_\_.

(Date) (Strength)

1. Description of function, ie. Picnic, party, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Date and location of function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Estimated cost of food and beverage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Other expenses (Specify) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. 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.

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

MICHAEL SOLBERG, GS-12

Chief, Resource Management Flight