



DEPARTMENT OF THE AIR FORCE
39TH AIR BASE WING (USAFE)

MEMORANDUM FOR 39 FSS/CC

FROM: 39 XXX/CC

SUBJECT: Free Issue of Equipment from Outdoor Recreation for Official Wing Functions

1. The 39 XXX Squadron requests the equipment listed below in support of an official function also detailed below.

of Tables (6 max) _____

of Chairs (25 max) _____

Other Requests: _____

Function: _____

Pick Up Date: _____

Return Date: _____

2. I certify that this is an official function directly related to the wing’s mission. My unit will be responsible for the pick up, transportation, and return of all items issued. I understand that a cleaning fee will be charged if the equipment is not brought back clean and dry. I also understand that approval of this request is subject to availability.

3. My POC will be XXXXXXXXXX who can be reached at xXXXX.

CC Sig Block

1st Ind, 39 FSS/FSC

Memorandum For 39 FSS/FSCO

Approved/Disapproved

MARY LEA WALL, DAF
Chief, Community Services Flight
39 Force Support Squadron