



DEPARTMENT OF THE AIR FORCE
377TH FORCE SUPPORT SQUADRON (AFGSC)

18 Aug 20

MEMORANDUM FOR KIRTLAND AFB COMMANDERS

FROM: 377 FSS/CC

Subject: Procedures for Requesting Free Equipment for Official Functions

1. IAW AFI 34-101, *Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility*, items may be provided free of charge to organizations, units, or squadrons for official functions. The following items are available for free equipment checkout:

6' Tables (190)	Charcoal Trailer Grill (3)	Water Jugs (15)
8' Tables (100)	Ice Chests (30)	Folding Chairs (495)
SPORTS/GAME EQUIP		
Baseball/Softball Set (2)	Baseball (30)	Corn hole (4)
Kan-Jam (2)	Spike ball (2)	Backyard Volleyball sets (2)
Comp Volleyball set (3)	Volleyball (40)	Horseshoe Sets (6)
Football (10) Dodgeball	Softball (50)	Kickball (2)
(10)	Basketball (20)	Soccer ball (40)

Note: Quantities may vary based on current stock and for items not returned by the contracted due date, units will be charged the posted rental fee; per day/per item

2. Free issue request memorandums will be e-mailed to kirtland.odr@us.af.mil or hand carried to the C.O.R.E. (Bldg 20170) at 8001 Gibson Blvd SE. A 30-day lead time is recommended to ensure availability. The free issue request must be signed by the Commander/Director and contain the following information:

- Sponsoring organization/office symbol and name
- Name of official function, date, time and location of function
- Specific purpose of equipment
- Description of requested items and quantity
- Date and time equipment will be picked up
- Date and time equipment will be returned
- Point of contact name and phone number
- Commander/Director Signature

3. On the dates of pick up and return, the unit must provide personnel to help load and unload equipment and should plan for a minimum of 30 minutes for processing/loading/unloading.

4. For questions please e-mail kirtland.odr@us.af.mil or call 846-1499/846-6126.

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