



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

MEMORANDUM FROM 86 FSS/FSWO

SUBJECT: **Request for Commander's Free Issue Toolkit Package**

Per 86 FSS OI 34-348, para. 11-11.4 : Outdoor Recreation provides Air Force units equipment loan free of charge to promote readiness and resiliency. Per AFI34-101, 18.29, examples of equipment loan, or free issue equipment are coolers and sport equipment. When applicable, kits may include up to 40 Mighty Lite/Fest tables & 100 fest benches or chairs. Free issue of Unit Kits cannot be used in conjunction with holiday parties, balls, or banquets.

11.1. Commanders' Kit request form may be completed at **ODR service counter**. Reservations of items are authorized no earlier than thirty days prior to the event and **items may be checked out for up to 3 calendar days.**

11.2. The requesting Squadron's Commander must approve/sign the ODR memorandum.

11.3. Squadrons will be allowed no more than two (2) kits per fiscal year at no cost. Regular daily rental fees for late return and/or damage and repair fees are charged when warranted.

Squadron: _____ POC _____ (please print legibly)

Duty Phone: _____ Cell Phone: _____

Email: _____

Event: _____ Event Date: _____ Time _____

Pick-up Date _____ Return Date: _____

Please indicate quantities desired below:

Sports Kits (Check *ONLY* the items you need. May select up to three (3) items)

☐ Softball Set ☐ Flag Football Set ☐ Volleyball Set ☐ Tug of War Rope ☐ Horse-shoes
☐ Corn-hole boards

Cooler (Max 2) ____ (qty)

Tables/Chairs (Max. 40 fest tables and 80 fest benches or 40 Mighty Lite tables and 100 folding chairs—all quantities subject to availability). Please only request for the exact quantity needed.

____ (qty) Fest Tables (seats approx. 10 people) ____ (qty) Fest Benches (approx 5 per bench)
OR

____ (qty) Mity-Lite Tables ____ (qty) Folding Chairs

*Cont. on reverse side

Commanders Signature

Commanders Printed Name/Stamp

POC, please read and intial:

1. I have been informed of pickup and drop off time (**1100-1600**) for equipment and concur _____
2. I understand that additional charges at the standard daily rate may be incurred upon return, if:
 - a. we fail to return equipment on the agreed due date. _____
 - b. equipment requires repair, cleaning, and/or is damaged/lost. _____
3. POC will provide a copy of this paperwork to individual(s) picking up reservation _____

Signature POC

Date

FOR ODR INTERNAL USE:

Reservation Taken By: _____

Employee Initials

Approved By: _____

ODR Authorized Signature

Special Notes:

Ramstein Outdoor Recreation provides **Air Force** units equipment loan free of charge to promote readiness and resiliency.

11.4. Private organizations are not authorized use of free issue equipment and the standard rental fee will be charged.

NOTE: ODR does not deliver equipment nor Load/Unload. If you have a large quantity of items then please send the proper amount of people to load/unload equipment.

