

FROM: _____
Squadron / Point of Contact / Tel. Ext.

Today's Date: _____
Day / Month / Yr

SUBJECT: REQUEST FOR USE OF APF EQUIPMENT WITHOUT CHARGE FOR DESIGNATED UNIT SPORTS DAY OR PICNIC AND OTHER AUTHORIZED ACTIVITIES

TO: 341 SVS/SVRO Outdoor Recreation (Bldg.1222, Ext.3263)
If Directed By SVRO:
341 SVS/SVR Recreation Support Flight Chief (Bldg.769, Ext. 3090)
341 SVS/SV Services Deputy (Bldg.769, Ext. 4551)

1. Approval is requested to utilize the following APF equipment items as authorized by Services Operating Instruction (OI) CC OI-OI-34-20.8 (Squadron Sports Day Support) or SVR OI-34-17 (Free Issue of Equipment or Services):

Continue on backside or attach continuation sheet as needed

2. Date(s) equipment is requested : _____

3. This Request and consequent use of equipment or service is made with the understanding of the following:

- Approval does not guarantee availability of equipment or services however, Outdoor Recreation shall try to meet the need based on conformance to policy, relative priority, availability of equipment
- Equipment is normally on a first come first serve basis, that reservations cannot be assured and that the Outdoor Recreation staff has discretion to change priorities, make substitutions or limit quantities
- The OI's referenced are available at Outdoor Recreation to help determine the circumstances and items that may receive consideration
- Cleaning fees and deposits may be required by Outdoor Recreation on select items
- Responsibility for reimbursement to the Government or Outdoor Recreation will be assumed by requester should any damage or loss be incurred
- Any loss due to theft will be immediately reported to base law enforcement
- A designated unit point of contact will be present to sign for the items and be present when they are returned
- Requests for exceptions to OI policy or Outdoor Recreation's determinations shall be made in via Outdoor Recreation. If necessary a written request for the exception will be attached in a timely manner to this form so proper coordination can be expedited.
- It is agreed that the return date for the equipment requested shall be: _____

Time / Date

Printed Name & Signature of Squadron CC or POC / Telephone Extension(s)

-----This Page is For Services Squadron Use Only-----

Request Approved / Disapproved

Name / Signature of Services Official Date

Exception to Policy Required? Circle One: Yes? No?

Exception Recommended / Not Recommended

Name / Signature of Services Official Date

Exception Granted / Not Granted

Name / Signature of Services Official Date