



DEPARTMENT OF THE AIR FORCE  
6TH AIR REFUELING WING (AMC)  
MACDILL AIR FORCE BASE, FLORIDA

MEMORANDUM FOR OUTDOOR RECREATION

FROM:

SUBJECT: Outdoor Recreation (ODR) Equipment Loan Request Letter (LRL)

References: *AFMAN 34-201, Use of Nonappropriated Funds, DAFI 34-101, MWR Programs and Use Eligibility, and OI 34-110-10, Outdoor Recreation Free Issue Program.*

1. \_\_\_\_\_ requests the loan of authorized ODR equipment, as provisioned under DAFI 34-101, MWR Programs and Use Eligibility, Free Issue Program.

2. The following information is provided to ascertain eligibility:

a. Name of Event: \_\_\_\_\_

b. Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

c. Location of Event: \_\_\_\_\_  On Base  Off Base

3. The following items (and quantities required) are identified below. The number of items requesting is annotated in the box. The maximum number of items per event is identified after the item. Free issue equipment are loaned on a first-come, first-served basis and subject to availability. Units can use free-issue once every calendar year.

Bicycle includes helmet and lock (4)

Sleeping Bag – any size (4)

BBQ Grill – charcoal/propane (1)

Tent (4-6 person) – (1)

Canoe (2)

Sports Kit softball (see item 3.4) (1)

Canoe Trailer (1)

Sports Kit volleyball (see item 3.4)

Fishing Pole (2)

Sports Kit variety (see item 3.4) (1)

Ice Cheat cooler any size (4)

Water Jug (10 gallons) (3)

4. We understand any requests for transportation or labor associated with free-issue reservations are considered additional fees and will be charged.

Items will be picked up by POC on the date of the event; no transportation needed.

We request items identified below be transported to the following location (*please identify address and description of set-up for borrowed items; be specific as possible*):

5. Reservations for additional items (non-free items, additional equipment surpassing free-issue cap) are requested here. Note: A deposit may be required for non-free issue items at the time of reservation). Please choose one of the two options below:

No additional items requested.

We would like to reserve the following items, with the understanding that payment may be required at the time of the reservation to hold certain item(s). The items and quantities requested is identified below.

6. We understand that free issue items are for 1 day only; normal rental fees will be applied for any additional time requested and that we will be charged for items not returned on the due date.

7. We understand free issue items cannot be used in support of fundraisers, or to generate funds.

8. We understand that we will return items in like condition and any damages will be reported at time of return. A replacement or repair fee may be charged for missing or damaged equipment.

9. The following individual(s) are my point of contact(s) for this request.

Name: Phone Number (cell preferred): Email Address:

Commander Signature