



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 49TH WING (ACC)  
HOLLOMAN AIR FORCE BASE, NEW MEXICO

29 September 2011

MEMORANDUM FOR: FSS/FSCO

FROM: FSS/FSCO

SUBJECT: REQUEST EQUIPMENT FOR OUR WING PICNIC

The 49 FSS group is having a picnic at Steinhoff Park on 5 October 2011.  
We would like to reserve the following equipment for our event:

- 50 Chairs
- 10 Tables
- 1 Gas Grill

....note....not all equipment is free. Please inquire at ODR for pricing.

The Point of Contact assigned to this event will be MSGT John Smith. (POC **\*\*must be SNCO, equivalent or higher officer\*\***)

CC Signature Block

cc: