



“FOR OFFICIAL USE ONLY”  
**DEPARTMENT OF THE AIR FORCE**  
**PACIFIC AIR FORCES**

MEMORANDUM FOR 374 FSS/FSR

FROM: (Name of Requesting Organization)

SUBJECT: Approval for Morale, Welfare, and Recreation (MWR) Non-appropriated Funds (NAF) for Organizational Function

1. Request approval for MWR NAFs for an organizational function to be held by the (Name of Requesting Organization).

a. Current strength numbers as of (DD MMM YY):

(1) Military: XXX

(2) Civilian employees: XXX (APF) and XXX (NAF)

(3) Local national employees: XXX (MLC) and XXX (IHA)

b. Description of function (i.e. picnic, party, etc.):

c. Date and location of function:

d. Estimated cost of food and beverage:

e. Estimated cost of other expenses:

f. Funding option: We elect to fund this function at (\$5.00 per person using cash OR \$9.00 per person using the FSS Gift Card)

2. Our project officer for this function is: XXX, phone number XXX-XXXX.

3. For further information please contact:

a. XXX, Commander or Director

b. XXX, First Sergeant

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(Commander's Signature & Signature Block)

1st Ind, 374 FSS/FSR

MEMORANDUM FOR (Name of Requesting Organization)

The above organizational function is approved for funding in the amount of \$XXXX based on the requesting organization's current strength numbers in para 1a and the elected funding option in para 1f.

FSR Control Number:

ROGER C. WONG, GS-13, DAF  
Chief, Resource Management Flight  
374th Force Support Squadron