



USO Expeditionary Support Request Form

Thank you for your interest in participating in USO deployed programming! Please complete this form, in its entirety, and submit to USO Programs at programs@uso.org for consideration.

About the Programming – Review the descriptions below and select those programs you would like your unit to be considered for.

- Operation Phone Home**
 - Traditional phone cards** – Prepaid international phone cards loaded with 300 or 100 units of talk time, actual minutes of talk time will vary by location. Mailed within 7 business days request is received. Given the high volume of requests that we receive for this program, we ask that your request reflect your current need, rather than your projected need. We want to be able to fill all requests received, and this will help in that process. You're always welcome to request additional cards if there's still a need after the original supply has been diminished. We appreciate your understanding in this matter, and look forward to working with you!
 - Alternate local connectivity** - options may include pucks (personal mifi), data cards, fixed LTE systems, etc. Availability will be based on local providers. If you have interest in this program, please indicate the preferred commercial provider in your location:

- Holiday Care Packages**

Through this program, we send holiday-themed items 4 times a year: Super Bowl/Valentine's Day/St. Patrick's Day, 4th of July/Summer, Halloween/Thanksgiving, and Winter/Christmas. These boxes have optional Hanukkah items that you may also request. All Holiday Care Packages contain items like decorations, themed snacks, games, movies, and sporting equipment. Each box is intended to support about 50 people at remote locations, who do not have access to MWR or other USO facilities.

Please select below the holidays you are interested in receiving:

 - Super Bowl/Valentine's Day/St. Patrick's Day July 4th/Summer Halloween/Thanksgiving
 - Winter/Christmas Hanukkah

- United Through Reading®**

The United Through Reading program ensures that service members facing physical separation from their loved ones have the ability to connect through the medium of reading – with the goals of instilling a love of reading and maintaining their connection to ease reintegration. UTR is available at nearly 90 USO locations and embedded at 130 command sites around the globe.

- USO2GO**

As you may know this program was designed to help more directly support those AORs where USO personnel cannot currently reach. If you would like to read more in detail about the program, you can follow this link, <http://www.uso.org/programs/uso2go>. Please also review the following documents, included below, for a more complete understanding of how this program runs and what it provides.

 1. The USO2GO Process, Procedures and Requirements
 2. Itemized List of product – This is a sample of included items; quantities of all items are scaled based upon the number of personnel the kit will support.
 - Comforts of Home** – basic toiletries
 - Furnishings from Home** – tables, chairs and bean bags
 - Edible Enjoyments** – snacks, coffee and comfort food items
 - Leisure Kit** – books and board games
 - Electronic Assortment** – DVD's, XboxONE, PS4 and games
 - Athletic Kit** – sporting items such as footballs and horseshoes
 - Design in the Desert** – musical instruments and artistic tools

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support

Request Form

1. Have you requested USO Expeditionary Support in the past? (Please check all that apply)

<input type="checkbox"/> Operation Phone Home	<input type="checkbox"/> United Through Reading®
<input type="checkbox"/> Holiday Care Packages	<input type="checkbox"/> USO2GO
<input type="checkbox"/> Mobile Entertainment Gaming System	

2. If you indicated you have requested USO Expeditionary Support in the past, how useful overall did service members find the USO support?

Not At All Useful Not Very Useful Somewhat Useful Extremely Useful

Further Feedback:

3. Please tell us a little about your intended use of the requested programs. (Please check all that apply)

<input type="checkbox"/> Create USO/Recreation area	<input type="checkbox"/> Host Event
<input type="checkbox"/> Distribute individually	<input type="checkbox"/> Other:
<input type="checkbox"/> Create check-in/check-out process	

4. Does your location have MWR support? YES NO

If yes, how will this USO programming supplement or add to those services already provided?

5. Understanding Mission Op-Tempo always takes priority, please tell us what level of wifi connectivity your location has available for off duty-hours:

<input type="checkbox"/> Good, anytime we need	<input type="checkbox"/> Intermittent and spotty
<input type="checkbox"/> Scheduled times	<input type="checkbox"/> None at all

6. Is the wifi you have access to provided by your installation or paid for by the individual service members?

<input type="checkbox"/> Provided by the installation	<input type="checkbox"/> Paid for by individual service members
---	---

7. How did you hear about the USO Expeditionary Programs? (Please check all that apply)

<input type="checkbox"/> Word of mouth/From another unit	<input type="checkbox"/> USO Mobile App
<input type="checkbox"/> USO Website/Blog	<input type="checkbox"/> Other:
<input type="checkbox"/> USO Center Staff/Volunteer Center Name:	

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support Request Form

Last Updated: September 1, 2017

About Your Unit:

8. Branch of Service:

Army Navy Air Force Marines Coast Guard

Please check if you are:

National Guard Reservist

9. Unit Information:

- a. Unit Name:
- b. Lead/Higher Unit Name:
- c. Permanent Duty Station (i.e. JB Lewis-McChord, WA):

10. Name of Deployed Base (i.e.: FOB, JSS...etc.):

Country of Deployed Base:

Province:

11. Name & Rank of Unit Commanding Officer:

Email Address:

12. Selected POC and Position:

Email Address:

13. Number of Service Members in Unit:

Number of Service Members on Base:

How many US Service Members will this USO Programming support?

14. Is it possible that your unit will rotate/return within the next 4 months? YES NO

If yes, what is your re-deployment date:

SHIPPING ADDRESS STANDARDS

All APO/FPO/DPO addresses **MUST** conform to domestic addressing standards. The bottom line of the address must contain APO, FPO, or DPO as the "city" designation and the appropriate two-letter "state" abbreviation (AA, AE, or AP) followed by the ZIP Code or **ZIP+4 Code**.

The delivery line (the second line from the bottom in the address) must show the word "UNIT", "CMR" or "PSC" and number; and box number assigned.

Not following these standards will delay arrival of USO support.

15. Shipping Address:

NAME:

Line 1:

Line 2:

Line 3:

City

State

ZIP

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support Request Form

FOR OFFICE USE ONLY:			
Request Received:			
Under Review:			
Reviews Completed:			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	If Denied, Reason:	
USO2GO			
Sign Off form forwarded to Unit POC:			
Sign Off form completed/returned to USO:			
USO2GO Instruction Manual Emailed:			
USO2GO Banners/Survey Cards Mailed:			

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support Request Form

USO2GO

Program, Process and Selection

The Premise of the Program

USO2GO is a program designed specifically for those Areas of Responsibility (AoR) where the USO cannot gain access due to security restrictions or other factors. This program is designed to be mobile and to reach even the most austere location, providing the best programs that the USO has to offer, including Xbox/PS4 gaming consoles, portable DVD players, board games, snacks and beverages, recreational equipment and other entertainment items, to name a few.

This program has been developed with feedback from service members currently deployed and is designed to change as the needs change. The goal is to be able to offer those serving in dangerous and harsh conditions an escape from the daily grind that they face while serving far from home.

Program Packages

USO2GO includes several program-themed packages to provide items that might not be readily available to you.

- Comforts of Home - basic toiletries
- Furnishings from Home - tables, chairs and bean bags
- Edible Enjoyments - snacks, coffee and comfort food items
- Leisure kit - books and board games
- Electronic Assortment - DVD's, Xbox ONE, PS4 and games
- Athletic Kit - sporting items such as footballs and horseshoes
- Design in the Desert - musical instruments and artistic tools

***Please see the document, "USO2GO Itemized List" which lists a **sample** of what is included in each package. Actual products and quantities may be different depending upon the size of the unit being supported.*

How it Works

USO2GO is typically administered through a Chaplain or MWR representative if possible.

The Process of Requesting a USO2GO Kit:

1. The unit applying selects a dedicated Point of Contact (POC) within the unit to "take ownership" of the program.
2. The POC will look over the USO2GO sample itemized list and review the program criteria.
3. After reviewing the criteria, each unit POC interested in facilitating the program should fill out the "USO Expeditionary Support Request Form" and submit it to the USO staff listed on the form.
4. The USO Program Manager will contact the POC once the request has been reviewed and will let the POC know if their request has been approved/denied.
5. Each unit approved to receive a USO2GO kit will receive the "Confirmation to Proceed with Shipping" form to complete and submit back to the USO Program Manager.

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org.



USO Expeditionary Support Request Form

6. Once the Shipping Confirmation is received by USO Program Manager, a "USO2GO Instruction Manual" will be emailed to each participating location and shipments of packages will begin over the following 2 weeks.
7. The base POC will submit all required feedback, photos and surveys to the USO Program Manager.

Program Recipient Participation Requirements

The below criteria apply to Forward Operating Base (FOB) locations in Areas of Responsibility where there are deployed military members in which the USO cannot physically set up a "brick and mortar" USO location due to security restrictions.

1. The FOB requesting the USO2GO package must be in an isolated location
 - a. An Exchange or similar retail source offering the same items listed in the USO2GO package should not be easily accessible by the military on the requesting base.
 - b. If an MWR exists on or around the base requesting the items, the MWR must not already have the same items as are included the USO2GO package. The USO is a complement to, rather than a competitor of, the MWR function.
2. The Unit requesting the USO2GO program must not be rotating/returning from deployment within 4 months of the request submission
 - a. To ensure the program is used to the capacity it is intended, if a unit is rotating/returning from deployment within 4 months following the request submission date they will not be eligible for a USO2GO. Due to process and shipping logistics, the USO2GO package could take up to 1-2 months to be in the FOBs' possession. which would not allow the program POC time to fully and effectively administer the program.
3. A POC on the ground must be dedicated to maintaining the USO2GO program
 - a. In order to ensure the USO2GO program is offering the items most needed by troops serving at FOB locations and to ensure that the program process is operating effectively the following feedback is required of each POC participating in the program:
 1. A copy of the "USO2GO Receipt Acknowledgement Form" completed and signed off on.
 2. A Feedback Form (provided in start-up package) to be filled out by the POC after the first month of receipt of all of the items.
 3. Photos of service members receiving and/or using the USO2GO items. A digital camera can be provided upon request to those units in need of one.
 4. Survey Cards for service member feedback (provided by the USO) on a monthly basis.



USO Expeditionary Support Request Form

USO2GO Sample Itemized List

One USO2GO Kit includes several program-themed “**packages**” of items that might not be readily available to you where you are stationed. Each package is pre-kitted to be ready to ship upon request, for this reason we cannot deviate from what is already listed in a package. When filling out the USO2GO Request Form please indicate if you DO NOT want to have any of the packages outline below. By eliminating the packages that you do not need we will be able to reach out and support more locations with the program. Thank you!

USO2GO Packages:

1. **Comforts of Home** - basic toiletries
2. **Furnishings from Home** - tables, chairs and bean bags
3. **Edible Enjoyments** - snacks, coffee and comfort food items
4. **Leisure kit** - books and board games
5. **Electronic Assortment** - DVD's, Xbox360, PS3, Wii and games
6. **Athletic Kit** - sporting items such as footballs and horseshoes
7. **Design in the Desert** - musical instruments and artistic tools

USO2GO List by Package:

1. Comforts of Home

Item	Unit	Units per package*
Shower Shoes	pieces	72
Shower Caddies	pieces	108
Shampoo (2n1 when available)	bottle	96
Conditioner (only when 2n1 is not available)	bottle	96
Toothbrush Holders	pieces	100
TRAC III razors	pieces	96
Gel Shaving Cream	bottle	60
Baby Wipes	package	288
Toothbrushes	pieces	144
Toothpaste	tube	96
Deodorant	stick	108
Chapstick	stick	96
Sunscreen	tube	125

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support Request Form

Last Updated: September 1, 2017

2. Furnishings From Home

Item	Unit	Units per package*
Folding Chairs	pieces	8
Folding Tables (w/ logo)	pieces	2
Bean Bag Chairs (w/logo)	pieces	8
Individual Tables for Portable TV's/Xbox's (w/logo)	pieces	2

3. Edible Enjoyments

Item	Unit	Units per package*
Sports Bars	individual bar	45
Crackers	individual pack	500
Cookies	individual pack	500
Peanuts	individual pack	100
Slim Jims	pieces	576
Microwavable Popcorn	individual pack	56
Easy Mac® (Microwaveable)	individual pack	54
Chef Boy RD® (Microwaveable)	individual pack	48
Chicken Noodle Soup (Microwaveable)	12 pack	4
Coffee Pot	pieces	1
Ground Coffee	1 pound bags	10
Coffee Filters	individual	100
Creamer	individual pack	1,000
Crystal Light®	individual pack	120
Gatorade®	individual pack	144
Sugar	individual pack	2,000
Stirrers	individual	1,000
Cups	pieces	1000
Lids	pieces	1000
Plastic Utensils	pieces	350
Tea	Individual bags	200

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support Request Form

Last Updated: September 1, 2017

4. Leisure Kit

Item	Unit	Units per package*
Soduko	pieces	2
Reading Books	pieces	10
Playaway Titles	pieces	10
Games		
TBD Board Games	pieces	10
Poker set	pieces	1
UNO	pieces	1
Playing Cards	pieces	2

5. Electronic Assortment

Item	Unit	Units per package*
Flat Screen TV	Pieces	2
HDMI Cable	Pieces	2
Portable DVD Players	pieces	4
Sony Headphones	pieces	4
DVDs	pieces	50
Xbox ONE® Consoles	pieces	1
Xbox ONE® Controllers (wireless)	pieces	2
Xbox ONE® Wireless headset	pieces	2
Xbox ONE® Games	Pieces	15
Playstation 4® Consoles	pieces	1
Playstation 4® Controllers	pieces	2
Playstation 4® Games	pieces	15
Converter Kits (110 and 220 voltage)	pieces	10
Two-pronged power strips	pieces	10
3 to 2 progn adaptor (2pk)	pieces	10

** Please note: Quantities listed here are for Regular size kits, Lite size kits will receive less quantity. Exact quantities may fluctuate in all packages, dependent upon bundling.*

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org



USO Expeditionary Support
Request Form

Last Updated: September 1, 2017

6. Athletic Kit

Item	Unit	Units per package*
Putting Green	pieces	1
Portable Putting Set	pieces	1
horseshoes/ring toss	pieces	2
volleyball /Badminton Set	pieces	1
Frisbees	pieces	2
Football (deflated)	pieces	2
Ball Pump	pieces	2
Football flag belts (blue)	packs	2
Football flag belts (red)	packs	2
Nerf Balls	pieces	2
Soccer Balls	pieces	2
Cone Set	pieces	2
Magnetic Dart Board	pieces	1

7. Design in the Desert

Item	Unit	Units per package*
Sketch Pads	pieces	5
Colored Pencils	pieces	2
Charcoal Kit w/ erasers & sharpeners	pieces	2
Acoustic Guitar	pieces	2
Guitar Stand	pieces	2
Guitar Pics	pieces	12
Medium Guitar Strings	packs	2
Light Guitar Strings	packs	2
Music Book- Acoustic Guitar	pieces	4
Puzzle	pieces	1
Puzzle Mat	pieces	1
**Karaoke Machine	Pieces	1
**Karaoke CDs	Pieces	3
**Please note: Only units consisting of 51+ personnel will receive the Karaoke systems.		

** Please note: Quantities listed here are for Regular size kits, Lite size kits will receive less quantity. Exact quantities may fluctuate in all packages, dependent upon bundling.*

For additional information please visit www.uso.org or contact USO Programs at programs@uso.org