

Attachment 2 – Establish Official PO

MEMORANDUM FOR 42 FSS/FSR

FROM: _____

SUBJECT: Request to Establish a Formal Private Organization on Maxwell AFB, AL

1. Request permission for _____ (Name of your PO) to form a formal private organization on Maxwell AFB in accordance with the AFI 34-223
2. All business will be conducted as outlined in the constitution and by-laws of the private organization. Attached is the required documentation necessary in establishing a private organization.
3. Point of contact for this PO is _____ (Name and Duty Phone.)

Organization Officer

4 Attachments:

1. Current Officer Information
2. Constitution
3. By-Laws
4. Insurance/Waiver of Insurance Coverage

1st Ind, 42 FSS/FSR
MEMORANDUM FOR 42 ABW/JA

Request legal review.

Recommend Approval/ Disapproval

Chief, Resource Management Office

2nd Ind, 42FSS/FSR
MEMORANDUM FOR 42 FSS/CC

Recommend Approval/ Disapproval

Staff Judge Advocate

3rd Ind, 42 ABW/JA
MEMORANDUM FOR 42 MSG/CC

Recommend Approval/ Disapproval

Commander, 42d Force Support Squadron

4th Ind, 42 FSS/CC
MEMORANDUM FOR 42 FSS/FSR

Recommend Approval/ Disapproval

Commander, 42d Mission Support Group