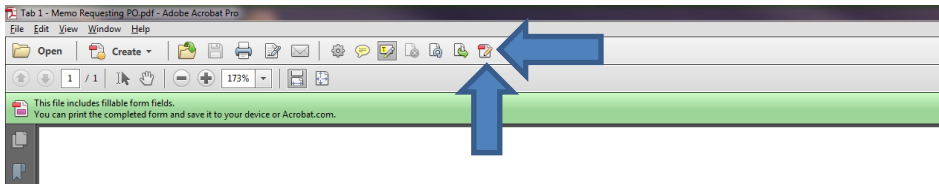


Instructions for Private Org PDF Files

EFFECTIVE IMMEDIATELY ALL PRIVATE ORGANIZATION PACKAGES MUST BE SUBMITTED ELECTRONICALLY WITH THESE ELECTRONIC FORMS

1. Make sure the document is enabled (if it asks you).
2. Click the “Edit Text & Images Button” this will allow you to type within the PDF document.



3. Replace the highlighted information with the information that is current/correct for your organization. If the text starts to over write then you must drag the lines to make them legible.
4. Save the document – the file name **MUST** be:
 - a. Example:
 - i. Tab 1 – Establishment Memo – XXX PO (Establishment package only)
 - ii. Tab 2 – Insurance Waiver – XXX PO (Establishment and Yearly Reivew)
 - iii. Tab 3 – Liability Form – XXX PO (Establishment and Yearly Reivew)
 - iv. Tab 4 – Bylaws – XXX PO (Establishment and Yearly Reivew (every 2 years)
(these will come directly from your organization (no template), but please label this way))
 - v. Tab 5 – Officers – XXX PO (Establishment and Yearly Reivew)
5. Digitally Sign the document.
6. Complete the above steps for all other documents.
7. Once all documents are complete then email in order: Tab 1, Tab 2, Tab 3, Tab 4, and Tab 5 (what pertains to you – Establishment or Yearly Review package, etc.) to:
628fss.privateorganizations@us.af.mil, the person who submits the documents will be the POC for any necessary changes.
8. Any questions then please email 628fss.privateorganizations@us.af.mil or call if necessary Jennifer Walker, 963-4332. Please, do **NOT** change any forms.

ALL EDITING MUST BE COMPLETED BEFORE A FORM IS SIGNED, ONCE DIGITALLY SIGNED THEN NO EDITING CAN BE MADE, IF YOU HAVE QUESTIONS/ISSUES PLEASE ASK