

Date

MEMORANDUM FOR 628 FSS/CC

FROM: PO's NAME, Joint Base Charleston

SUBJECT: Request to Establish a Formal Private Organization on Joint Base Charleston

1. Request permission for the PO's NAME, to form a private organization on Joint Base Charleston in accordance with AFI 34-223.
2. All business will be conducted as outlined in the constitution and by-laws of the private organization. Attached are the required documents necessary to establish a private organization.
3. I will be the point of contact (POC) for this private organization and can be reached at 963-XXXX.

Signature block of the officer member