

[DD MMM YYYY]

MEMORANDUM FOR 52 FSS/FSR

FROM: [Name of Private Organization]

SUBJECT: Request for Private Organization Recognition

1. In accordance with DAFI 34-106, *Private Organizations Program*, the [Name of Private Organization] respectfully request approval to establish a private organization on Spangdahlem Air Base. The proposed organization will operate as a self-sustaining, non-federal entity intended to promote morale, welfare, and fellowship among members of the installation community.

2. Proposed Organization Name: [Insert Proposed Name of Organization]

3. The purpose of this organization is to [insert mission/purpose, for example: strengthen community relationships, provide mentoring opportunities, support morale events, and conduct lawful fundraising activities in support of organizational goals].

4. We respectfully request:

- a. Recognition as an authorized Private Organization on Spangdahlem Air Base.
- b. Approval of the proposed organization name listed above.
- c. Review of attached governing documents and supporting requirements for compliance with applicable directives.

5. All members of this organization understand and acknowledge that this private organization is a non-federal entity and is not part of the United States Government, Department of Defense, Department of the Air Force, or Spangdahlem Air Base. Members further understand that participation is voluntary and that the government assumes no liability for the debts, obligations, acts, or omissions of the organization.

6. The organization will maintain proper financial accountability, comply with all installation requirements, and operate in accordance with DAFI 34-106 and other applicable guidance.

[FIRST NAME M. LAST NAME]
President, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Vice President, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Treasurer, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Secretary, [Name of Private Organization]

Date