



DEPARTMENT OF THE AIR FORCE
35TH FIGHTER WING (PACAF)
MISAWA AIR BASE, JAPAN

Date: _____

MEMORANDUM FOR 35 FSS/FSRPO

FROM: _____
Name of your Private Organization Spelled Out -No Acronyms

SUBJECT: Private Organizations Officers Listing

Purpose(s): To provide the 35 FSS/FSRPO with statistical data about the officers (board of governors) of the private organization so that those members can be duly notified in a timely manner.

Disclosure is Voluntary: The information is privileged and cannot be disclosed without your consent. You are not required to complete this form; however, you cannot serve as an officer (board of governor) if the information is not provided to the 35 FSS/FSRPO. In addition, failure to disclose this information will preclude the inclusion of your private organization in any fundraising events, and any 35 FSS advertising/publicity efforts.

CURRENT OFFICERS

Give ALL Requested Information for each person

PRESIDENT: _____
(First and Last name / Phone Number / Email)

VICE PRESIDENT: _____
(First and Last name / Phone Number / Email)

SECRETARY: _____
(First and Last name / Phone Number / Email)

TREASURER: _____
(First and Last name / Phone Number / Email)

The requested information is given for the above states purpose(s) to 35 FSS/FSRPO. In signing this memorandum, I certify that each of the officers above has read the private organization's constitution/bylaws and AFI 34-223 and agree to abide by the provisions therein.

President's Name

President's Signature / Date

Due to privacy act regulations, our office is unable to release Officers information. This causes a problem due to the number of requests we receive from organizations and individuals who would like to contact private organizations for membership application information, charitable contributions/donations, notify and invite their participation in community events, etc. If your private organization would like to have information available for individuals or other organizations and military command use, we can do so. The only information the Private Organization Monitor will list is, the presidents first, last name and email address.

DOES NOT GIVE CONSENT

DOES GIVE CONSENT

I understand that releasing this information is not a violation of privacy act regulations due to the information being released on a voluntary basis, as authorized by the private organizations president's signature below.

President's Name

President's Signature / Date