

DATE

MEMORANDUM FOR: 39 FSS/CC
39 MSG/CC
IN TURN

FROM: [Name of Private Organization]

SUBJECT: Request To Establish A Private Organization

1. Request you give approval to establish the [Name of Private Organization] on Incirlik AB.
2. The purpose of the PO is [describe your purpose].
3. The assets of this organization are not expected to exceed [enter amount (\$)] as an average annually.
4. Please approve this request by signing below and where indicated in the constitution.

[Name of President]
President, [Name of Private Organization]

1st Ind, 39 MSG/CC

MEMORANDUM FOR [Name of Private Organization]

I approve/disapprove this request.

ANGELA K. HERRON, Colonel, USAF
Commander, 39th Mission Support Group