26 January 2016

 MEMORANDUM FOR 355 FW/CC

FROM: Your PO name

SUBJECT: Request to use Your Squadron in the name of our Private Organization

1. The Your PO Name would like to request authorization to use Your Squadron as part of our Private Organization name. As per AFI34-223, para. 10.1.2.1, “private organizations must have written approval from the installation commander before using the name or abbreviation of the installation or organizational unit.”

2. We acknowledge that per AFI34-223 we must display prominently in all of our documents the following disclaimer: “This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.”

 Wet signature

 Name

 President

1st Ind, 355 FW/CC,

MEMORANDUM FOR Your PO Name

Approve/Disapprove

 FW Commander’s NAME, Rank, USAF

 Commander