DD Month YYYY

MEMORANDUM FOR 11 FSS/FSR

 JBAB/CC

 IN TURN

FROM: [NAME OF UNOFFICIAL ACTIVITY – NOT YOUR UNIT]

SUBJECT: Request for Unofficial Activity Status

1. [Name of Unofficial Activity] desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Joint Base Anacostia-Bolling. Our organization does not generate or maintain assets in excess of a $1,000 monthly average for any three consecutive months. If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with AFI 34-223.

2. So that 11 FSS/CC may comply with its responsibility to monitor all private organizations on Joint Base Anacostia-Bolling the following information will be provided:

a. The financial statement of the previous year’s financial activity will be submitted each fiscal or calendar year.

b. The lower portion of the Privacy Act Statement with names, phone numbers and email addresses of points of contact will be submitted each time a point of contact changes.

c. The Treasurer Acceptance Statement will be submitted each time a new treasurer accepts the position.

3. The specific purpose of the activity is to [insert brief statement].

4. We recognize that our status as an official activity is with the express permission of the installation commander or delegated representative, and we will comply with the applicable requirements of AFI 34-223.

[FIRST M. LAST, USAF]

[Position in UA]

1st Ind, 11 FSS/FSR

MEMORANDUM FOR 11 FSS/CC

I recommend approval / disapproval of the above referenced request.

[FIRST M. LAST]

Resource Advisor

2d Ind to [UA Name], [date of request], Request for Unofficial Activity Status

MEMORANDUM FOR [UA NAME]

Approved / Disapproved.

JAMES M. CLARK, Colonel, USAF

Commander, 11th Mission Support Group