

# STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	81 FSS/FSR	LOG IN		10	81 MSG/CCEA	LOG OUT	
2	81 TRW/JA	COORD		11	81 FSS/COS	LOG OUT	
3	81 FSS/CCS	COORD		12	81 FSS/FSR	LOG OUT	
4	81 FSS/DO	COORD		13	PO	ACTION	
5	81 FSS/CC	COORD		14			
6	81 MSG/CCEA	LOG IN		15			
7	81 MSG/CCE	COORD		16			
8	81 MSG/CD	COORD		17			
9	81 MSG/CC	COORD					

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPISTS INITIALS	SUSPENSE DATE
SURNAME, GRADE	OFFICE SYMBOL	37X-XXXX	xxx	

**SUBJECT**  
 SSS – A - Private Org Name - Request to Operate as a Private Organization (PO)

- 1. PURPOSE:** To obtain 81 MSG/CC’s signature of approval allowing the [Private Org name] to operate as a Private Organization on Keesler AFB.
- 2. BACKGROUND:** IAW AFI 34-223, Private Organizations Program, paragraph 9, a PO must submit a written constitution, bylaws, or other similar documentation, outlined by the Air Force Services Activity operational guidance and procedures through the Force Support Resource Management/Resource Management Flight Chief, Force Support Squadron Commander/Director and Staff Judge Advocate for consideration by the Installation Commander. The [Private Org name] meets all the requirements as outlined in AFI 34-223, paragraph 2.2 and has submitted the required information listed in paragraphs 9.1-9.4.
- 3. RECOMMENDATION:** Request 81 MSG/CC approve/sign the attached Approval Request memo at Tab 1, allowing the [Private Org name] to operate as a PO on Keesler AFB.

*signature*  
 NAME  
 Position, Private Org name

- Tabs
1. Approval Request memo
  2. Constitution and Bylaws
  3. Waiver of Liability Insurance Memorandum
  4. Commanders Delegation Letters