

13 Jun 2011

MEMORANDUM FOR 81 FSS/FSR

FROM: *[Organization Name]*

SUBJECT: Current List of Officers

1. The Following individuals have been elected to the *[organization name]* Executive Council:
  - a. President:
  - b. Vice President:
  - c. Secretary:
  - d. Treasurer:
  
2. This list of officer should remain current until our next planned election: *Jan 2012*

*//SIGNED//*  
*NAME,*  
*PO Position*

“THIS IS A *(PRIVATE ORGANIZATION)/(UNOFFICIAL ACTIVITY)*. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”