ORGANIZATION SEAL OR LOGO
IF ANY

Date

MEMORANDUM FOR 65 FSS/FSR

FROM: ORGANIZATION NAME

SUBJECT: (FOUO) Listing or updated listing of PO/UA Officers-PRIVACY ACT OF 1974 APPLIES

1. As required in AFI 34-223, Private Organizations (PO) Program, the following is a listing or updated listing of officers of the (organization's name).

POSITION	**NAME OF PERSON**	**E-MAIL ADDRESS**
President	Name	XXXX
Vice-President	Name	XXXX
Secretary	Name	XXXX
Treasurer	Name	XXXX
Public Affairs	Name	XXXX

2. I understand that each time the organization's officers changes, I must notify the Force Support Squadron in writing.

PRESIDENT'S SIGN. BLOCK
President, Name of Organization