

(Date first signature occurs)

MEMORANDUM FOR 65 MSG/CC
65 FSS/CL
65 ABW/JA
65 FSS/FSR

FROM: (YOUR ORGANIZATION NAME)

SUBJECT: Letter of Understanding (Authority to Operate at Lajes Field)

1. I, (President Name) representing (Name of Organization), request authority to operate on Lajes Field. I certify that I have read, understand and will comply with AFI 34-223, *Private Organizations (PO) Program*, and AFI 34-219, *Alcoholic Beverage Program*, Para 2.3. Each fundraiser must be approved 10 days prior to the event.
3. I will notify the Force Support Squadron Resource Management Office (FSS/FSR) when there is a change of officers or if membership votes to discontinue the organization.
4. For further information, contact (POC's Name) at (Phone #) or email (e-mail address).

(PRESIDENT'S SIGNATURE BLOCK)
President, (Name of Organization)

1st Ind, 65 FSS/CL

MEMORANDUM FOR 65 ABW/JA

Approved/Disapproved

JEFFERY D. ADAMS, YC-03, DAF
Director, 65th Force Support Squadron

2d Ind, (Name of Organization), Date first signature occurs, Letter of Understanding (Authority to Operate at Lajes Field)

65 ABW/JA

MEMORANDUM FOR 65 MSG/CC

Recommend Approval/Disapproval

JAMES B. EVES, Capt, USAF
Deputy Staff Judge Advocate

3d Ind, 65 MSG/CC

MEMORANDUM FOR 65 FSS/FSR

Approved/ Disapproved

ARCHIBALD E. BRUNS, Col, USAF
Commander, 65th Mission Support Group