MEMORANDUM FOR 94 ABW/CC

FROM: (Your Private Organization)

SUBJECT: Request for Approval of Private Organization Name

1. Request approval to use the name of (name of your proposed private organization) as a registered private organization on Dobbins Air Reserve Base.

2. The purpose of this private organization is (give specific information why you are asking to be formed, what your plans are, and any goals/objectives you hope to achieve).

3. Approval is requested IAW AFI 34-223, *Private Organizations (PO) Program*, 10.1.2. POs operating on DoD installations may use the name or abbreviation of the DoD, an Air Force organizational unit, or installation in the PO name provided that the status as a PO is apparent and unambiguous and there is no appearance of official sanction or support by the DoD. The following applies: 10.1.2.1. POs must have written approval from the installation commander before using the name or abbreviation of the installation or organizational unit. Requests for use of the DoD or Air Force name or abbreviation must be routed through the MAJCOM/A1S to HQ AFSVA/CDM.

NAME

Organization Rank (President, Secretary, etc)