

MEMORANDUM FOR 2 FSS/CC

FROM: (Your Private Org)

SUBJECT: Request for Reapproval

1. In accordance with AFI 34-223, request for reapproval of the private organization known as \_\_\_\_\_.

a. Number of members: \_\_\_\_\_

b. Cash assets at present: \_\_\_\_\_

c. Location of meetings: \_\_\_\_\_

d. Frequency of meetings: \_\_\_\_\_

2. We certify our public liability/property insurance has been renewed and is in effect for next year, or the group commander has waived the requirement for insurance for our private organization.

3. We have reviewed our constitution and bylaws and certify they are current and correct.

4. We understand that we must submit this request for reapproval annually. Our Constitution and Bylaws, financial statements and current list of officers are on file. If, at any time, we decide to discontinue our organization, we will notify the 2 FSS/CC immediately.

\_\_\_\_\_  
(Printed Signature Block)

1st Ind, 2 MSG/CC

MEMORANDUM FOR (Your Private Org)

Approved/Disapproved.

KEVIN M. JAMES, Colonel, USAF  
Commander, 2d Mission Support Group