

MEMORANDUM FOR 2 FSS/CC

FROM: _____

SUBJECT: Letter of Understanding

1. I, _____, representing _____ certify that I have read, understand and will comply with AFI 34-223.
2. I understand that if my organization's cash assets are a monthly average of \$1,000 or less, my organization is not required to be formally established as a private organization. If our cash assets exceed a monthly average of \$1,000 over a three month period, I will immediately notify the Chief, Resource Management Flight, 2 FSS.
3. Normally, our organization is involved with activities of extremely low liability exposure. If we schedule a special event, fund-raiser or resale activity, our organization will obtain approval and appropriate liability insurance required by 2 FSS/CC.
4. If at any time, the organization's officers change or the membership votes to discontinue our organization, I will immediately notify the 2 FSS/CC.

(Signature of President)

1st Ind, 2 MSG/CC

MEMORANDUM FOR _____

Approved/disapproved.

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