

MEMORANDUM FOR 78 FSS/FSR

FROM:

SUBJECT: Request for use of Installation/Group/Squadron Name in Private Organization or Unofficial Unit Activity

1. Pursuant to DAFI 34-106, *Private Organizations Program*, Section 5, para 5.2.2.1, "Private Organizations 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 DAF name or abbreviation must be routed to AFSVC, for action." They must have acknowledgment from their command on this memo. The 78 ABW/CC have further delegated this authority to the 78 MSG/CC.

2. The _____ is requesting approval to use “_____” in our legal name. We will prominently display the following disclaimer on all print and electronic media mentioning the PO’s/UUA’s name confirming that the PO/UUA is not part of the DoD: “This is a private organization/unofficial unit activity. It is not a part of the Department of Defense or any of its components and it has no governmental status.”

3. Respectfully request approval for the use of _____ in the establishment of the private organization/unofficial unit activity.

Printed Name
President, PO/UUA Name

1st Ind, Org Commander

MEMORANDUM FOR 78 MSG/CC

Your request for the use of _____ in the establishment of the private organization/unofficial unit activity have been acknowledged.

COMMANDER'S SIGNATURE BLOCK

2nd Ind, 78 MSG/CC

MEMORANDUM FOR 78 FSS/FSR

Your request for the use of _____ in the establishment of the private organization/unofficial unit activity have been approved.

78 MSG/CC
SIGNATURE BLOCK