

DATE

MEMORANDUM FOR: 39 FSS/CC  
39 MSG/CC  
IN TURN

FROM: [ Name of Private Organization ]

SUBJECT: Request To Establish A Private Organization

1. Request you give approval to establish the [ Name of Private Organization ] on Incirlik AB.
2. The purpose of the PO is [ describe your purpose ].
3. The assets of this organization are not expected to exceed [ enter amount (\$) ] as an average annually.
4. Please approve this request by signing below and where indicated in the constitution.

[ Name of President]  
President, [ Name of Private Organization ]

1st Ind, 39 MSG/CC

MEMORANDUM FOR [ Name of Private Organization ]

I approve/disapprove this request.

RUSSELL S. VOCE, Colonel, USAF  
Commander, 39th Mission Support Group