

[No Government Letter Head/Logo. If your Private Organization has its own logo separate from the Air Force, you can use it here]

5-Jul-23

MEMORANDUM FOR 75 MSG/CC

FROM: [Name of Private Org]

Subject: Request for Recertification as a Private Organization on Hill Air Force Base.

1. The [ORG NAME] ... [*Provide a concise statement of the PO's purpose and mission. How long your Private Organization served HAFB etc.*]
2. The [ORG NAME] having met all the requirements in AFI 34-223, request recertification to continue to operate as a Private Organization on Hill AFB.
3. The [ORG NAME] has provided documentation of proof of liability insurance or waiver for liability insurance.
4. Per AFI 34-223 para 9.3 "The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, whichever comes first." This requirement will be upheld by our organization.
5. If you have any questions, please contact [Name No Rank] at [Phone Number].

[Name – NO RANK]