

[Date]

MEMORANDUM FOR 42FSS/FSR

FROM [Name of PO]

SUBJECT: List of Officers

Principal Purpose(s): To provide the 42d Force Support Squadron, Maxwell Air Force Base, AL, with statistical data about the officers of the private organization so that those members can be duly notified in a timely manner during emergencies, annual reviews, formal and informal inquiries or investigations and so they can be contacted by persons interested in becoming a member of the organization.

Routine Uses: See "Principal Purpose(s)"

Disclosure is Voluntary: The information is privileged and cannot be disclosed without your consent. You are not required to complete this form; however, you cannot serve as an officer if the information is not provided to the 42d Force Support Squadron. In addition, failure to disclose this information will preclude the inclusion of your private organization in any fundraising events.

CURRENT OFFICERS

Unofficial Name, Unofficial Email, Unofficial Phone

PRESIDENT: _____

VICE PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

Permanent Party POC for Military Schools: _____

The above signatures indicate the Privacy Act Statement has been read and that the requested information is given for the above-stated purposes to the 42d Force Support Squadron.