



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 66TH AIR BASE GROUP
HANSCOM AIR FORCE BASE MASSACHUSETTS**

DD Month Year

MEMORANDUM FOR 66 FSS/FSR
66 ABG/JA
66 FSS/CC
66 ABG/CC

FROM: Private Org Name

SUBJECT: Letter of Understanding (Authority to Operate at Hanscom AFB)

1. The (name of organization) is requesting authority to operate as a private organization on Hanscom AFB.
2. Funds raised by this private organization will be used to support (describe your organization, what it does and who it supports).
3. Thank you for your consideration of our request.

FIRST NAME LAST NAME
President, Private Org Name

1st Ind, 66 FSS/FSR

MEMORANDUM FOR 66 ABG/JA

All required materials have been submitted by the requesting organization and this organization is authorized under AFI 34-223, Private Organization Program.

ELIZABETH SETTIPANI-RUFO, NH-03
Chief, Resource Management Flight

2d Ind, 66 ABG/JA, Request for Authority to Operate

MEMORANDUM FOR 66 FSS/CC

I have reviewed this request for establishment and recommend you approve/disapprove pursuant to DAFI 36-3101 and AFI 34-223.

Attorney-Advisor

3rd Ind, 66 FSS/CC

MEMORANDUM FOR 66 ABG/CC

I have reviewed this request for establishment and recommend you approve/disapprove.

ERICA G. PEAT, Lt Col, USAF
Commander, 66th Force Support Squadron

4th Ind, 66 ABG/CC

MEMORANDUM FOR 66 FSS/FSR

I approve/disapprove the request for establishment of an official private organization.

JORGE I. JIMENEZ, Colonel, USAF
Commander